



TOWN OF WESTPORT BUILDING PERMIT APPLICATION REQUIREMENTS

TO OBTAIN A BUILDING PERMIT THE FOLLOWING IS REQUIRED:

1. A recent Certified Plot Plan less than 10 years of age (A-2 survey.)
2. Five sets of completed drawings (1/4" scale for residential plans) including:
 - 2.1. Floor Plans - including the location of A/C compressor pads.
 - 2.2. Elevations.
 - 2.3. Concise plans for any proposed structural changes.
 - 2.4. A Professional Architect or Engineers' original seal and signature is required when the construction drawings indicate the use of any engineered lumber (LVLs, paralams, gluelams, or trusses), steel I-beams, flitch plates or any unusual or unconventional framing techniques. For commercial projects, include Use & Occupancy Classification, Height and Area Limitations and Construction Classification information.
3. Health Department approval if connected to a private septic system - 227-9571.
4. Conservation approval if property is on or near wetlands - 341-1170.
5. A Zoning permit - 341-1030.
6. Engineering approval if re-grading or drainage is required – 341-1129.
7. Appointment with the Building Department - 341-5025.

THE BUILDING DEPARTMENT REQUIRES THE FOLLOWING INFORMATION AT THE TIME OF YOUR APPOINTMENT:

1. A Zoning Permit.
2. Two sets of drawings stamped by all departments.
3. A letter from the owner of the property authorizing you to take out the permit to do the work.
4. A Call Before You Dig case number in the event you are digging with heavy equipment - 800-922-4455.
5. REScheck Compliance Certificate - demonstrating compliance with the International Energy Conservation Code (www.energycodes.gov.)
6. Home Improvement Contractor License or a New Home Construction Contractor License (for new single family dwellings only) issued through the Department of Consumer Protection (www.dcpaccess.state.ct.us or call 860-713-6000) – these licensees are required for residential work only.
7. Proof of Worker's Compensation Coverage (certificate) or notarized affidavit requiring you to check for proof of worker's compensation insurance from every contractor, sub-contractor or other worker before he or she does work on the site.
8. Current Tax Clearance Form - 341-1060.

Please note that appointments are needed for all department meetings.

Tip: Call the Building Department immediately after setting up an appointment with the Zoning Department so there is no time lapse in getting your permits.