

## STEP ONE PACKAGE

### BUILDING PERMIT APPLICATION PROCEDURE FOR A COMMERCIAL BUILDING

Applying to the Town of Cromwell Building Department for a building permit is a two (2)-step process (7-14 days). You will be given Step Two (2) upon full completion of Step One.

#### Step One:

Obtain the following signed permits/approvals or sign-offs (i.e. not applicable, approved as submitted, approved with conditions) prior to submitting your building permit application (Step 2).

- \_\_\_\_\_A. Fire Marshal approval – (860) 635-3188
- \_\_\_\_\_B. Septic system/well installation approval from the Department of Public Health  
Contact: The Director of Health at (860) 632-3426
- \_\_\_\_\_C. Inland Wetlands approval / Planning and Zoning approval / Use Permit (for new business) / Zoning approval. Contact: The Town Planner or The Zoning / Wetland Enforcement Officer Enforcement Officer at (860) 632-3422.
- \_\_\_\_\_D. Excavation Permit from the Department of Public Works  
Contact: The Town Engineer at (860) 632-3465
- \_\_\_\_\_E. Sewer Department - Contact: The Sewer Administrator at (860) 632-3430
- \_\_\_\_\_F. Tax Office – Contact: The Tax Collector at (860) 632-3445
- \_\_\_\_\_G. State Traffic Commission sign off (860) 594-3020
- \_\_\_\_\_H. Threshold Building Review (If applicable)
- \_\_\_\_\_I. State Traffic Certificate (860) 594-3020

- Please note that each of the above departments will have specific requirements to be met prior to their approval.
- Submit your architectural prints to the Building Department for plan review/estimated cost of construction at the same time you submit information to the other departments. A building permit application will not be considered complete until all copies of signatures have been acquired and submitted with a sign-off. It is **YOUR** responsibility to acquire all pertinent sign-offs.

**PLEASE REVIEW CAREFULLY THE NEXT PAGE  
AS THIS WILL SHOW YOU WHAT TO DO WITH  
THE FORMS AND INFORMATION IN THIS  
PACKAGE.**

# COMMERCIAL PACKAGE

The Step One Package is broken into three (3) major areas:

1. Paper you keep.
2. Paper you give to somebody.
3. Paper you fill out and bring back in.

The following is a breakdown of the above (3) major areas:

1. **Keep the following:**
  - Permit application procedure.
  - Make an appointment reminder.
  - No framing until the foundation as-built is approved reminder.
  - This page.
2. **Submit** the following packages and details as indicated to the following professionals.

**Builder / Surveyor / Site Engineer and Site Contractor package includes:**

- Sewer cleanout detail (1 page)
- Plot Plan Checklist (2 pages)
- Foundation As-Built Checklist (2 pages)
- Final / Zoning Compliance Checklist (2 pages)
- Regulations Concerning Driveways (6 pages)

**The Engineering department will inform you if you need to submit the:**

- Release of driveway claim. (Found in “Regulations Concerning Driveways”)
- Private drainage permission and release claim. (Found in “Regulations Concerning Driveways”)

**Architect/designer** – Building and Fire Code Checklist.

**Fill out these forms and bring them back:**

- \_\_\_\_\_ General Information Form.
- \_\_\_\_\_ Fire Marshal – Application for Plan Review – Bring this form and set of prints to the fire Marshal’s Office – One West Street. (860) 635-3188.
- \_\_\_\_\_ Request for Zoning Approval.
- \_\_\_\_\_ E & S Compliance Bond Form.
- \_\_\_\_\_ General Excavation Permit Application.
- \_\_\_\_\_ Sewer Approval/Contact Form.
- \_\_\_\_\_ Septic Tank Sewage System Application. (If applicable)
- \_\_\_\_\_ Two (2) sets of Architectural Prints (make sure they meet the “Checklist for Building and Fire”).
- \_\_\_\_\_ Three (3) Plot Plans (make sure they meet the “Plot Plan Checklist”).
- \_\_\_\_\_ Step 1 Acknowledgement.
- \_\_\_\_\_ Tax Collector Sign-Off. (Go to Tax Office for sign off)

Remember, set up an appointment with either Dave Jolley or John Egan when you submit the above forms - Tel. (860) 632-3428, 8:30 A.M.-4:00 P.M.

**Call and make an appointment with the Building Department when you are ready to bring in all your forms, plot plans, and architectural prints. The number is (860) 632-3428, between 8:30 A.M. and 4:00 P.M., Monday through Friday.**

**!!!! IMPORTANT !!!!**

**!! PLEASE READ !!**

**!! DO NOT FRAME ON THE FOUNDATION UNTIL ALL APPROVALS HAVE BEEN GRANTED!!**

Before any framing work is performed on a foundation, you are required to submit two (2) foundation as-builts to the zoning department for review. Refer to foundation as-built requirements and staff review checklists in this package.

You may continue your project only after a written approval has been issued by the zoning department. It is your responsibility to communicate with the zoning department for the foundation as-built status.

## BUILDING CODE COMPLIANCE ANALYSIS CHECKLIST

The following items **must** be shown on a code information page as part of your building plans submission. Absence of any items will delay your building permit approval.

- A. **List of applicable codes and supplements.**
- B. **Threshold building – peer preview if applicable.**
- C. **Use or occupancy.**
  - 1. \_\_\_\_\_ Classification of Use and Occupancy.
  - 2. \_\_\_\_\_ Mixed Use Groups.
  - 3. \_\_\_\_\_ Separated Mixed Use.
  - 4. \_\_\_\_\_ Non-Separated Mixed Use.
  - 5. \_\_\_\_\_ Special Uses and Occupancies.
- D. **General building limitations:**
  - 1. \_\_\_\_\_ Construction type.
  - 2. \_\_\_\_\_ Height and area limitations.
  - 3. \_\_\_\_\_ Open perimeter increase – area increases.
  - 4. \_\_\_\_\_ Complete suppression height/area increase.
  - 5. \_\_\_\_\_ Multi story building reduction of area.
  - 6. \_\_\_\_\_ Unlimited area buildings.
  - 7. \_\_\_\_\_ Allowable height.
  - 8. \_\_\_\_\_ Actual height.
  - 9. \_\_\_\_\_ Allowable area.
  - 10. \_\_\_\_\_ Actual area.
- E. **Fire resistance ratings of structural elements.**
  - 1. \_\_\_\_\_ Exterior walls –north, east, west, south non-load bearing - north, east, west, south load bearing.
  - 2. \_\_\_\_\_ Maximum area of exterior wall openings – exterior-opening protectives.
  - 3. \_\_\_\_\_ Fire walls and party walls.
  - 4. \_\_\_\_\_ Fire separation assemblies.
    - a. Exit enclosures.
    - b. Shafts and elevators.
    - c. Mixed use and area separations.
    - d. Other. Opening Protectives.
  - 5. \_\_\_\_\_ Fire partitions – exit access corridors – tenant space and separations.
  - 6. \_\_\_\_\_ Dwelling unit and guest room separation – hourly rating.
  - 7. \_\_\_\_\_ Smoke barriers – construction type.
  - 8. \_\_\_\_\_ Non-load bearing partitions – hourly rating.
  - 9. \_\_\_\_\_ Interior load bearing – hourly ratings – walls, columns, girders, floor trusses, roof trusses, framing supporting more than one floor, framing supporting one floor or roof.
  - 10. \_\_\_\_\_ Structural members supporting a wall hourly rating.
  - 11. \_\_\_\_\_ Floor construction including beams – hourly rating.
  - 12. \_\_\_\_\_ Roof construction – hourly rating – 15’ height to lowest member – greater than 15’ in height lower than 20’ – 20’ or more to lowest member.

F. **Fire Resistive Construction.**

1. \_\_\_\_\_ Fire stopping/draftstopping – interior finishes.
2. \_\_\_\_\_ Required vertical exits and passageways.
3. \_\_\_\_\_ Corridors providing exit access.
4. \_\_\_\_\_ Rooms or enclosed spaces.

G. **Fire protection systems.**

1. \_\_\_\_\_ Required or not required.
2. \_\_\_\_\_ Applicable code section.
3. \_\_\_\_\_ Type if required.

H. **Means of egress.**

1. \_\_\_\_\_ Length of exit access travel. Indicate allowable by code.
2. \_\_\_\_\_ Door swings. Indicate direction and location.
3. \_\_\_\_\_ Number of exits. Indicate remoteness and distance apart.
4. \_\_\_\_\_ Maximum floor area allowances per occupant – show square footage and calculations for each space per occupancy use group.
5. \_\_\_\_\_ Capacity of egress components – maximum number.

I. **Structural.**

1. \_\_\_\_\_ Earthquake loads design zone and co-efficients.
2. \_\_\_\_\_ Basic wind speed – exposure category design.
3. \_\_\_\_\_ Soil bearing capacity – presumptive value or prepared soils.
4. \_\_\_\_\_ Roof loads – snow loading.

J. **Special inspection form to be submitted with permit application.**

K. **Energy compliance.**

1. \_\_\_\_\_ Show compliance to either ASHRAE/IES 90.1 or the I.E.C.C.  
**Note:** The latest adopted and amended by the State Building Code for both standards.

L. **Alterations/Additions Only.**

1. \_\_\_\_\_ Show the 20% handicapped improvements per Chapter 34 existing structures.

# Cromwell Fire District

OFFICE OF THE FIRE MARSHAL

TODD G. GAGNON  
Fire Marshal

One West Street  
Cromwell, CT 06416

## Information Required To Perform Plan Reviews

For a fire official to perform a proper plan review of codes and regulations, the applicant must submit a complete set of plans with the following information:

- Name and/or identification of the project
- Exact location, street and town, of the project
- Name & address of the project designer
- Compass North indicator
- Name & address of the submitter/owner of the project
- Construction type
- Seal & signature of design professional
- Classification of the occupancy/use of the project
- Code Analysis with current CT Fire Safety Codes
- Complete detailed site plans
- Knox Box Location
- Complete detailed & dimensioned floor plans
- Exterior & Interior elevations
- Walls sections and details
- Key plan if necessary
- Complete set of structural drawings and details
- Detailed drawings & schedules of all mechanical systems  
I.e. Plumbing, Electrical, HVAC, Kitchen Venting
- Sprinkler system plans if applicable with calcs
- Date of drawing and any revisions
- Door & window details, schedules
- Occupancy load with calculations of all spaces over 50 persons
- Hardware schedules
- Interior finish schedules
- Scale for each drawing and detail
- Reflected ceiling plans for each level

SMOKE DETECTORS SAVE LIVES

Tel 860-635-3188 \* Fax 860-613-2406



Cromwell Fire District
Office of the Fire Marshal

Application for Plan Review Date:
PLEASE PRINT LEGIBLY

Applicant:
Company Name:
Address:
City/State/Zip:
Telephone:

Location of Owner:
Owner's Name:
Address:
City/State/Zip:
Telephone:

Location of Work:
Address:

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as an authorized agent and we agree to conform to all applicable laws of this jurisdiction.

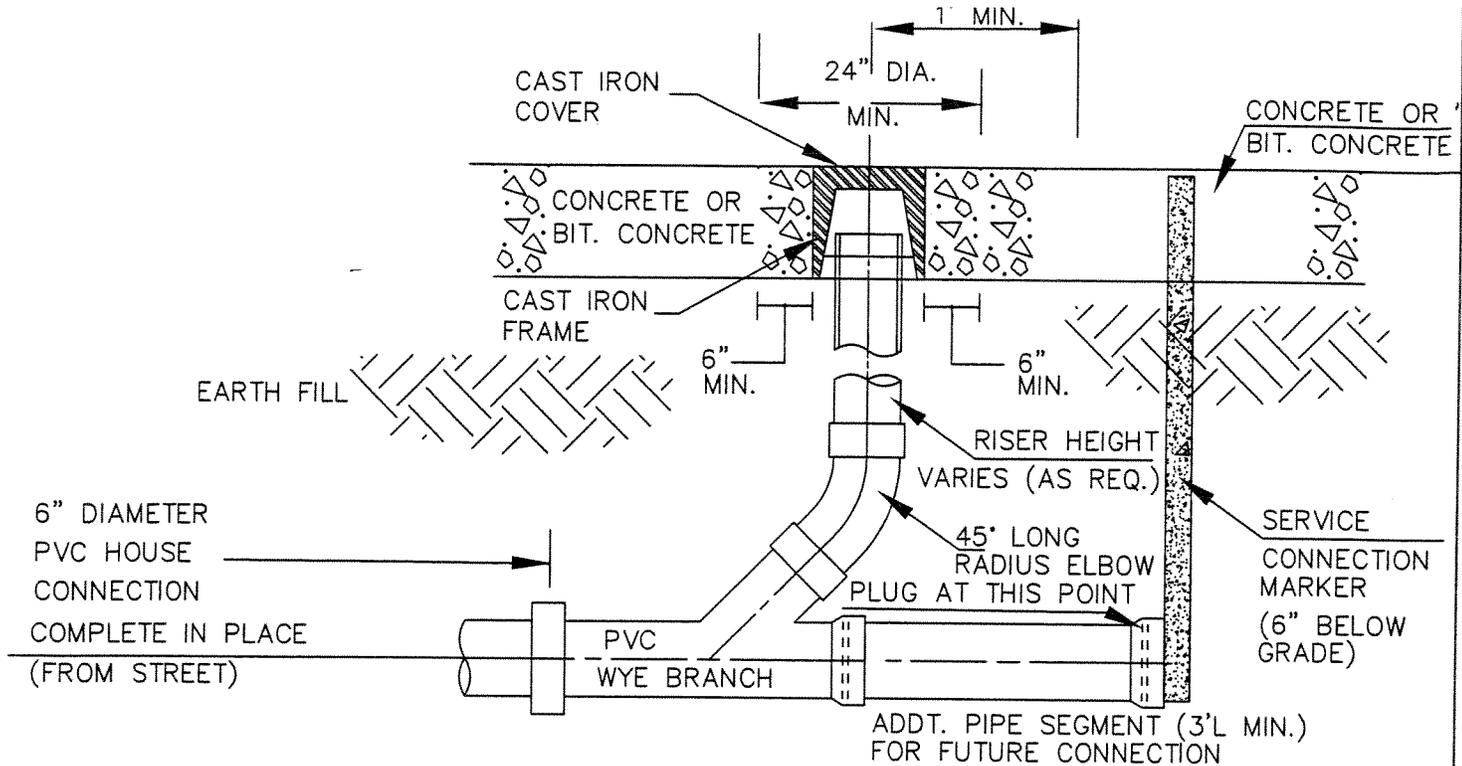
CONTACT PERSON: TELEPHONE:
CELL PHONE: FAX:
EMAIL:

PRINT NAME: SIGNATURE:

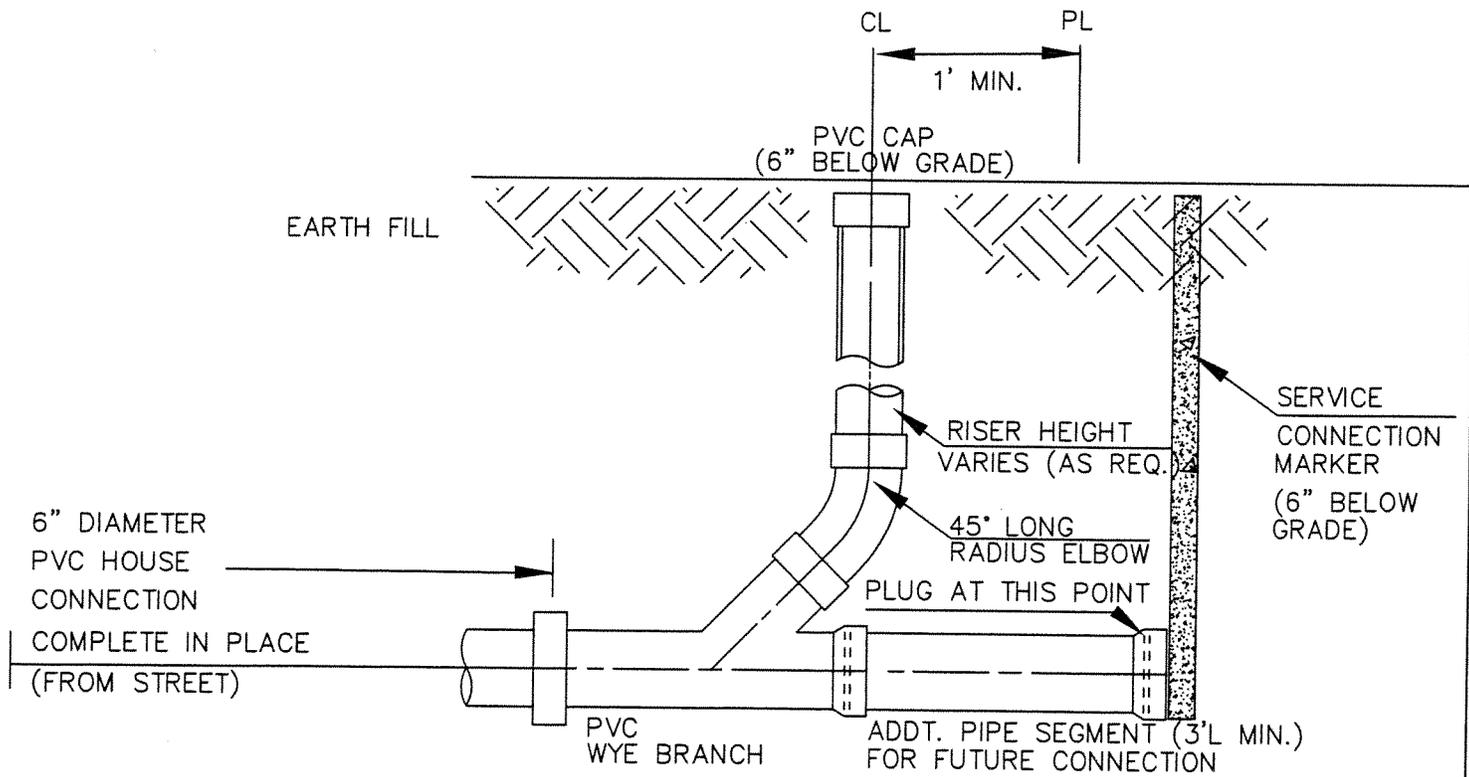
(Must Check One) Proposed Use Existing Use
Business Restaurant Healthcare Storage
Mercantile Residential Apartment Industrial

What are you building? (Please describe in detail) New Remodel Addition
Start work date: Must have sign-off from Fire Marshal before final CO will be issued by building department. Call for inspections.

Do not write below this line-For Office Use Only
Shall meet current Connecticut Life Safety Code. This approval is based on plans submitted at this time.
APPROVALS
General Permit to Construct Date
Foundation Only Date
Structure Only Date
Other Date
Required for Occupancy:
Electrical Plans
Mechanical
Door & Locking Schedules
Sprinkler Drawings & Calcs
Fire Alarm Design
Other
REJECTED: Date:
Concern:



## IN SIDEWALK OR DRIVEWAY



## IN LAWN-AREA

**NOTES:**

1. METTALIC TAPE TO BE WRAPPED AROUND TOP 2' OF PIPE FOR DETECTION.

		Scale: NTS	<b>CROMWELL WATER POLLUTION CONTROL AUTHORITY</b>	<b>PVC CLEANOUT 6" DIAMETER COMPLETE IN PLACE</b>
		Sheet: 10-6AA		
		Drawn By: REN		
		Checked By: JSM		
No.	Date	Description		
Revisions			Date: 2/2/98	

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The following items MUST be shown on Plot Plan. Absence of any of these items will delay review of Plot Plan.

**(A) Lot Information:**

1. Complete block on Page 2
2. Lot#, owner & address
3. Actual / required yard setbacks
4. Actual / required building line setback
5. Adjacent lot#, owners & address
6. Property line / dimension /bearing
7. Dimensions from front property corner to side line of next street
8. Are all property corners shown in place
9. Easements (public & private)
10. Subdivision name & date of approval
11. Volume & page of all variances

**(B) Building Information:**

1. 1<sup>st</sup> floor elevation
2. Garage floor elevation
3. Top of foundation wall elevation
4. Proposed building setbacks
5. Building dimensions incl. all projections
6. Basement elevation

**(C) Driveway Information:**

1. Street gutter elevation
2. Driveway elevation at property line
3. Driveway slope
4. Existing edge of road pavement / curb & pavement width
5. Driveway / opening width
6. Construction material (1<sup>st</sup> 20 feet)
7. Parking spaces (incl. handicap)
8. Driveway Permit

**(D) Drainage Information:**

1. Existing and proposed contours
2. Foundation, sub-drainage, roof leader & downspout method of disposal
3. Street drainage system
4. Private Drainage & Release of Claim
5. Drainage Connection Excavation Permit

**(E) Utility Information:**

1. Electric, phone, cable service to building (h&v)
2. Gas service to building (h&v)
3. Water service to building (h&v)
4. Sewer service to building incl. clean-out to grade (h&v)
5. Septic system location & design
6. Exist. elect, phone, cable, gas, water, sewer service in street
7. Grease trap location

**(F) Site Information:**

1. Proposed sidewalks
2. Trees/plantings per Zoning
3. Benchmark Reference
4. A-2 Certification
5. CGS Coordinate
6. Fences / screen
7. Exterior Lighting
8. Underground Storage Tanks

**(G) Environmental Information:**

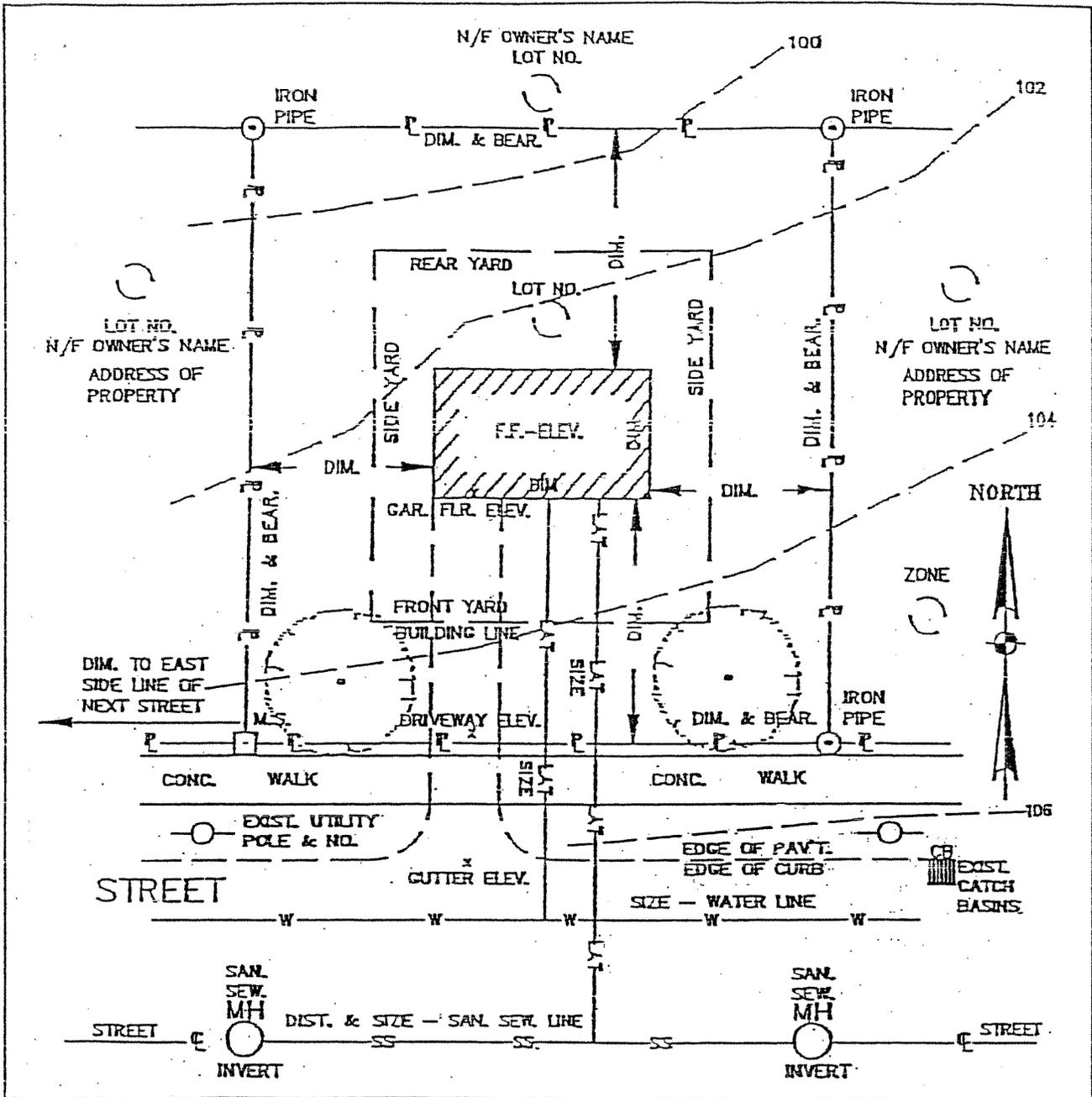
1. 100 yr. Flood limit (FEMA)
2. Wetland Limits & Certification
3. Erosion & Sedimentation Controls
4. Construction Entrance Design & Narrative

**(H) Drawing Requirements:**

1. Plan Size: 18" x 24" or 24" x 36"
2. Plan Scale: 1"= 20' or 1"= 40'
3. North Arrow
4. Area Location / Zoning Map
5. Seal, Signature and Certification of Surveyor, Architect and / or Engineer.

**(I) Bond Requirements:**

1. Site Dev. Compliance Bond
2. Erosion Control Bond
3. Addt. Erosion Control Bond
4. Driveway Bond
5. Excavation Bond



**NOTES:**

1. EXIST. & PROPERTY CONTOURS TO BE SHOWN, SHOW PROPERTY SWALWS BY ARROWS, IF NECESSARY
2. SHOW SUBDRAINAGE AROUND FOUNDATION, ROOF DOWNSPOUTS AND LEADERS, AND METHOD OF DISPOSAL
3. IF USED, SHOW LOCATION OF WELL AND SEPTIC SYSTEM
4. SHOW REQUIRED TREES IN FRONT YARD
5. FRONT PROPERTY CORNERS ARE TO BE IN PLACE, REAR PROPERTY CORNERS ARE TO BE SET PRIOR TO C.O.
6. SOIL EROSION CONTROLS (SILT FENCE, HAY BALES & CONSTRUCTION ENTRANCE), TO BE SHOWN
7. SHOW CHIMNEYS, PORCHES AND DECKS AND DIMENSIONS TO PROPRTY LINES.

ZONING INFORMATION (REV. 6/29/00)

	REQUIRED	SUBMITTED
F. YARD		
R. YARD		
S. YARD		
S. AGGRATE		
BUILDING COVERAGE %		

		Scale: NTS	Nathaniel White Building 41 West Street Cromwell, Connecticut 06416 (860) 632-3428	TYPICAL PLOT PLAN
		Sheet: PP-1		
		Drawn By: REN		
		Checked By: JSM		
No.	Date	Description	Date: 11-1-91	
		Revisions		

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The following items MUST be shown on Foundation As-Built. Use of original Plot Plan is acceptable. Absence of any of these items will delay review of As-Built.

**(B) Building As-Built Information:**

1. 1<sup>st</sup> floor elevation
2. Garage floor elevation
3. Top of Foundation wall elevation
4. Building setbacks
5. Building dimensions incl. all projections
6. Basement elevations

**(C) Driveway as-Built Information:**

1. Street gutter information
2. Driveway location stakes shown and in place in field / opening width

**(D) Drainage Information:**

1. Existing contours
2. Proposed contours
3. Foundation sub-drainage, roof leader & downspouts & method of disposal
4. Street Drainage system
5. Private Drainage & Release of Claim
6. Drainage Connection Exc>Permit

**(F) Site Information:**

1. Benchmark Reference

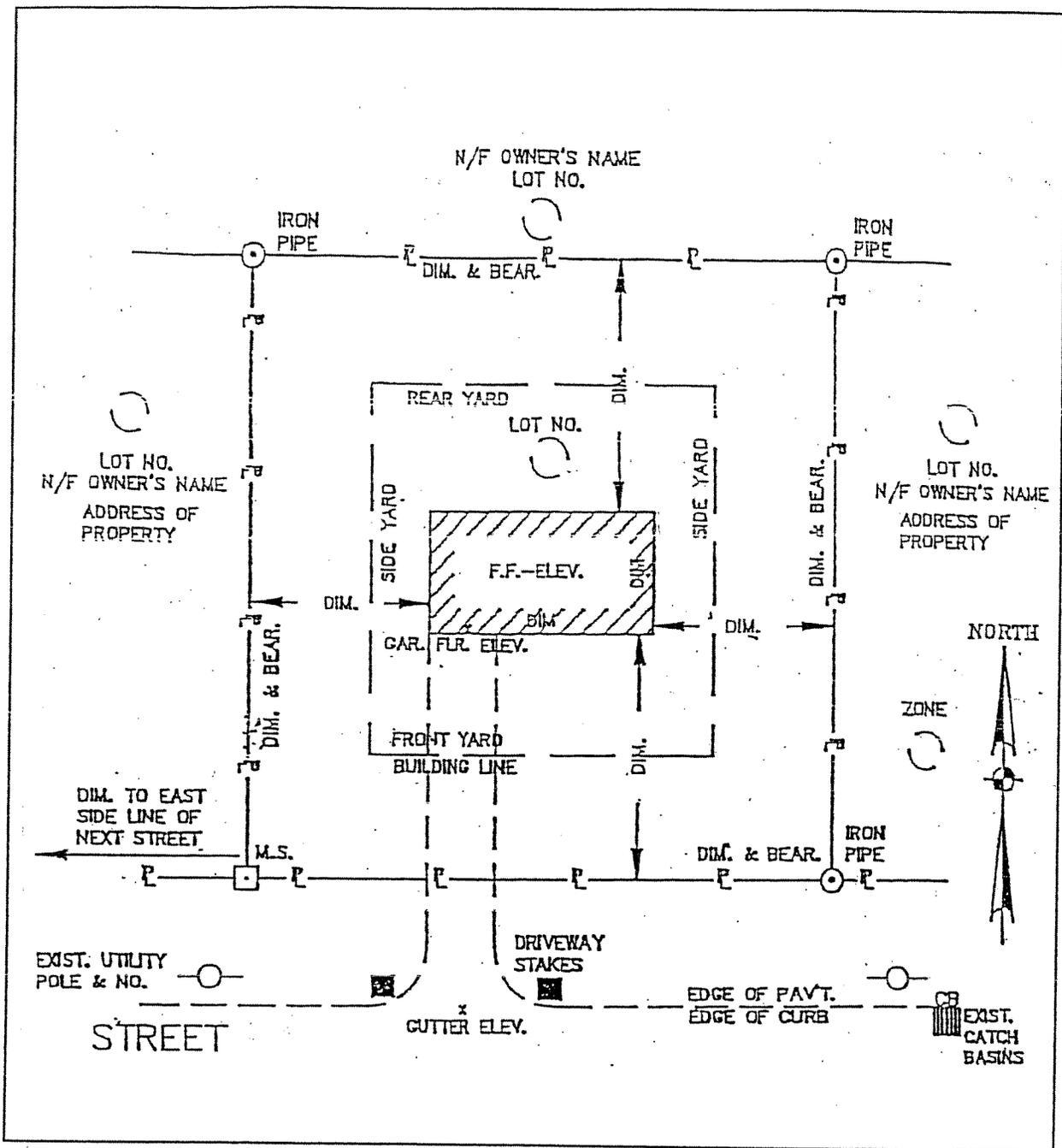
**(G) Environmental Information (if appropriate):**

1. 100 yr. Flood limit (FEMA)
2. Wetland limits
3. Erosion & sedimentation controls
4. Construction entrance

**(H) Drawing Requirements:**

1. Plan size 18"x24" or 24"x36"
2. Plan scale 1"=20' or 1"=40'
3. North arrow
4. Area Location/Zoning Map
5. Seal, signature & certification of surveyor, architect and/ or engineer

TYPICAL FOUNDATION AS – BUILT



NOTES:

1. IF REQUIRED, SHOW SUBDRAINAGE AROUND FOUNDATION AND METHOD OF DISPOSAL
2. FRONT PROPERTY CORNERS ARE TO BE IN PLACE REAR PROPERTY CORNERS ARE TO BE SET PRIOR TO C.O.
3. SOIL EROSION CONTROLS, (SILT FENCE, HAY BALES & CONSTRUCTION ENTRANCE) TO BE SHOWN
4. SHOW TWO STAKES TO INDICATE DRIVEWAY LOCATION AT EDGE OF ROAD

			Scale: NTS	Nathaniel White Building 41 West Street Cromwell, Connecticut 06416 (860) 632-3423	<b>TYPICAL          FOUNDATION          AS-BUILT</b>
			Sheet: PP-2		
			Drawn By: REN		
			Checked By: JSM		
			Date: 11-1-91		
No.	Date	Description			
		Revisions			

The following items **MUST** be shown on C.O. As-Built. Absence of any of these items will delay review of As-Built. **Note: All property corners are to be set in place prior to issuance of Zoning Compliance.**

**(A) Lot Information:**

1. Zoning Information
2. Lot#, owner & address
3. Actual yard setbacks
4. Actual building line setback
5. Adjacent lot#, owners & address
6. Property line / dimension /bearing
7. Dimensions from front property corner to sideline of next street
8. Are all property corners set
9. Easements (public & private)

**(B) Building Information:**

1. 1<sup>st</sup> floor elevation
2. Garage floor elevation
3. Top of foundation wall elevation
4. Proposed building setbacks
5. Building dimensions incl. all projections

**(C) Driveway Information:**

1. Street gutter elevation
2. Driveway elevation at property line
3. Driveway slope
4. Existing edge of road pavement / curb & pavement width
5. Driveway / opening width
6. Construction material (1<sup>st</sup> 20 feet)
7. Parking spaces (incl. handicap)

**(D) Drainage Information:**

1. Revised existing contours
2. Foundation, sub-drainage, roof leader & downspout method of disposal
3. Street drainage system

**(E) Utility Information:**

1. Electric, phone, cable service to building (h&v)
2. Gas service to building (h&v)
3. Water service to building (h&v)
4. Sewer service to building incl. clean out to grade (h&v)
5. Septic system location & design
6. Exist. elect, phone cable, gas, water, sewer service in street
7. Grease trap location

**(F) Site Information:**

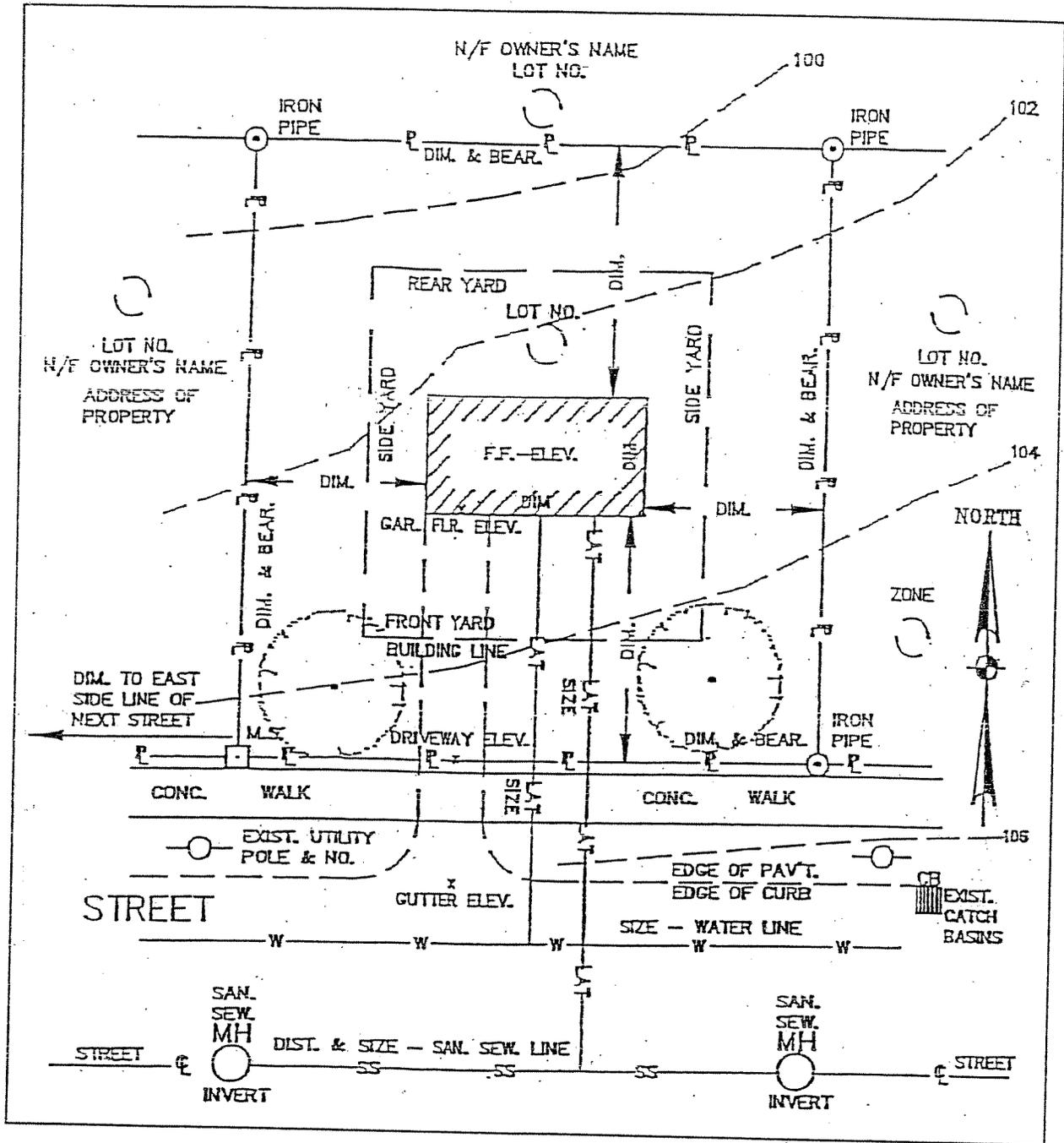
1. Proposed sidewalks
2. Trees/Plantings per Zoning
3. Benchmark Reference
4. A-2 Certification
5. CGS Coordinate
6. Fences / screen
7. Exterior Lighting
8. Underground Storage Tanks

**(G) Environmental Information:**

1. 100 yr. Flood limit (FEMA)
2. Wetland Limits & Certification
3. Erosion & Sedimentation Controls Design & Narrative
4. Construction Entrance

**(H) Drawing Requirements:**

1. Plan Size: 18" x 24" or 24" x 36"
2. Plan Scale: 1"= 20' or 1"= 40'
3. North Arrow
4. Area Location / Zoning Map
5. Seal, Signature and Certification of Surveyor, Architect and / or Engineer.



NOTES:

1. SHOW REQUIRED TREES IN FRONT YARD
2. IF USED, SHOW LOCATION OF WELL AND SEPTIC SYSTEM
3. FINAL CONTOURS TO BE SHOWN
4. FIRST 20 FEET OF DRIVEWAY, FROM STREET, SHALL BE PAVED (MIN.)
5. SHOW SUBDRAINAGE AROUND FOUNDATION, ROOF DOWNSPOUTS AND LEADERS AND METHOD OF DISPOSAL
6. SHOW CHIMNEYS, PORCHES AND DECKS AND DIMENSIONS OF PROPERTY LINES

			Scale: NTS	Nathaniel White Building 41 West Street Cromwell, Connecticut 06416 (860) 632-3428	TYPICAL C.O. AS-BUILT
			Sheet: PP-3		
			Drawn By: REN		
			Checked By: JSM		
			Date: 11-1-91		
No.	Date	Description			
		Revisions			

## **REGULATIONS CONCERNING DRIVEWAYS OVERVIEW:**

To promote traffic safety and prevent or minimize drainage and icing problems, driveways for all lots shall be designed and constructed in conformance with the minimum provisions of this regulation.

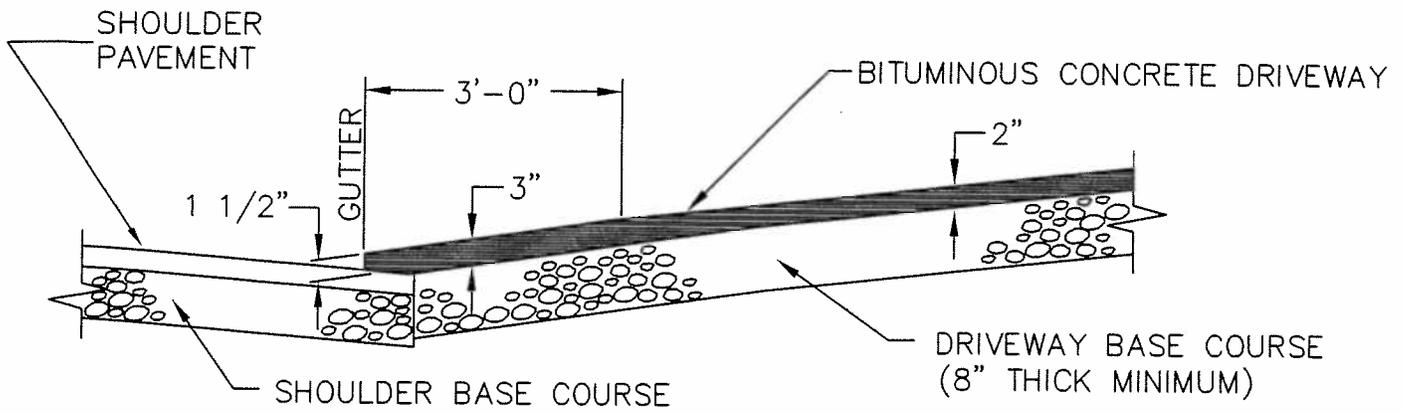
All site plans submitted in support of an application for a Certificate of Zoning Compliance shall depict driveway locations, proposed grading, tree and brush removal, drainage improvements and, as appropriate, other construction details. Upon approval, minor on-site modifications may be authorized by the Planning and/or Engineering staff, provided the required driveway standards are complied with.

Proposed lots, which cannot be served by a driveway conforming to required standards shall not be approved by the Director of Public Works, or his agent, unless they are specifically waived by him. Said waiver may be approved in situations where no detrimental traffic or drainage impact is anticipated: where the driveway involves unusual site or roadway conditions or where roadway improvements are pending or anticipated.

Unless a waiver is authorized, driveways shall comply with the following standards:

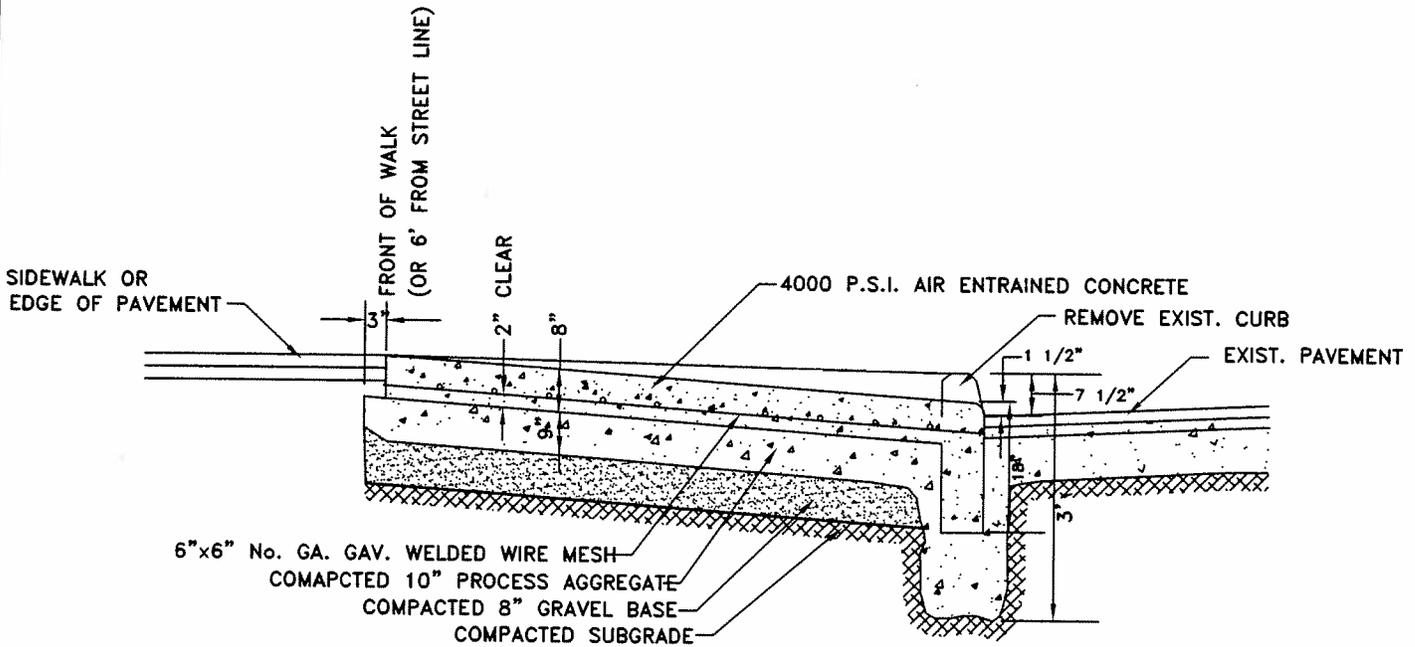
1. Driveways shall conform with any curb cut and driveway standards established by the Board of Selectmen, the Director of Public Works or the Town Engineer and, as appropriate, the State Department of Transportation.
2. Paved or unpaved driveways shall not exceed a slope of twelve (12%) percent. All driveways shall have a width of at least ten (10') feet.
3. Driveways shall be designed to minimize storm water flows from entering the Town roadway and, wherever possible, the Town Right-of-Way. Privately owned and maintained drainage diversion swales, detention areas and/or dry wells shall be utilized to the greatest extent possible. Whenever a private drainage swale or private detention area is utilized in diverting driveway water from the Town Right-of-way, the owner of the subject lot(s) shall be responsible for maintaining the depicted swale or detention area and any culverts in accordance with the approved design. To ensure proper maintenance of drainage swale or culvert serving a rear lot, no approval shall be granted on the subject lot until a deed restriction, approved by the Town Attorney, is filed in the Land Records. Said deed restriction shall clearly note the maintenance responsibility and, subject to proper notification by the Town, it shall allow the Town to undertake any necessary maintenance activity and charge the property owner for expenses.
4. Positive slope driveways shall have an area with a slope no greater than four (4%) percent at the intersection with any town road. Driveways with a negative slope shall have a two (2%) percent positive slope at the intersection with any town road. This 2% slope represents a six (6") rise in elevation, above the gutter line of the intersecting road, before dropping into the subject property. If a 6" rise is not possible, a "Release of Driveway Claim" form shall be submitted to the Town, holding them harmless for storm water entering the property through the driveway cut. This letter shall be made part of the building records.

5. Driveway aprons shall be at least twenty (20') feet in depth and intersect the street with a five (5') foot radius. All driveways shall have a paved apron.
6. Driveways shall intersect all town roadways at an angle of approximately ninety (90°) degrees and shall be located and designed with safe sight distances as defined in the Traffic and Transportation Handbook of the Institute of Transportation Engineers with the anticipated operating speeds of the intersecting roadway, street grades, topography, use of the subject property and other properties along the same street.
7. Common driveways and loop driveways may be constructed, but only after a plan is submitted to the Department of Public Works for review and approval. These driveways must still conform to the regulations as set forth herein.
8. All driveways shall be constructed with a base and surface adequate to support 40 tons of fire fighting vehicles.
9. Driveway side slopes shall not exceed a slope of three to one (3:1) unless retaining walls or other suitable stabilizing provisions are utilized, or as directed by engineer. Guardrails, guide posts, headwalls, flared ends or wider driveway widths shall be used when steep side slopes or culvert crossings present a safety hazard or future maintenance problem.
10. Driveway openings shall be located as far as possible from roadway intersections and no closer than seventy-five (75') feet from any roadway intersection, unless some less distance is required to meet sight line requirements of these regulations or to comply with the provisions of any permit issued pursuant to the town Inland Wetlands and Watercourses regulations, or where access is otherwise not possible to the subject site.
11. An anti tracking pad shall be installed for the first twenty (20) feet of all driveways in accordance with the Guidelines for Soil Erosion and Sediment Control, Connecticut, Chapter 8, Structural Measures. No driveway bonds shall be released until a minimum of the first twenty (20) feet of the driveway is paved.
12. A Driveway permit, and/or an Excavation Permit, issued by the Public Works Department is required by this regulation.



# B.C. DRIVEWAY APRON

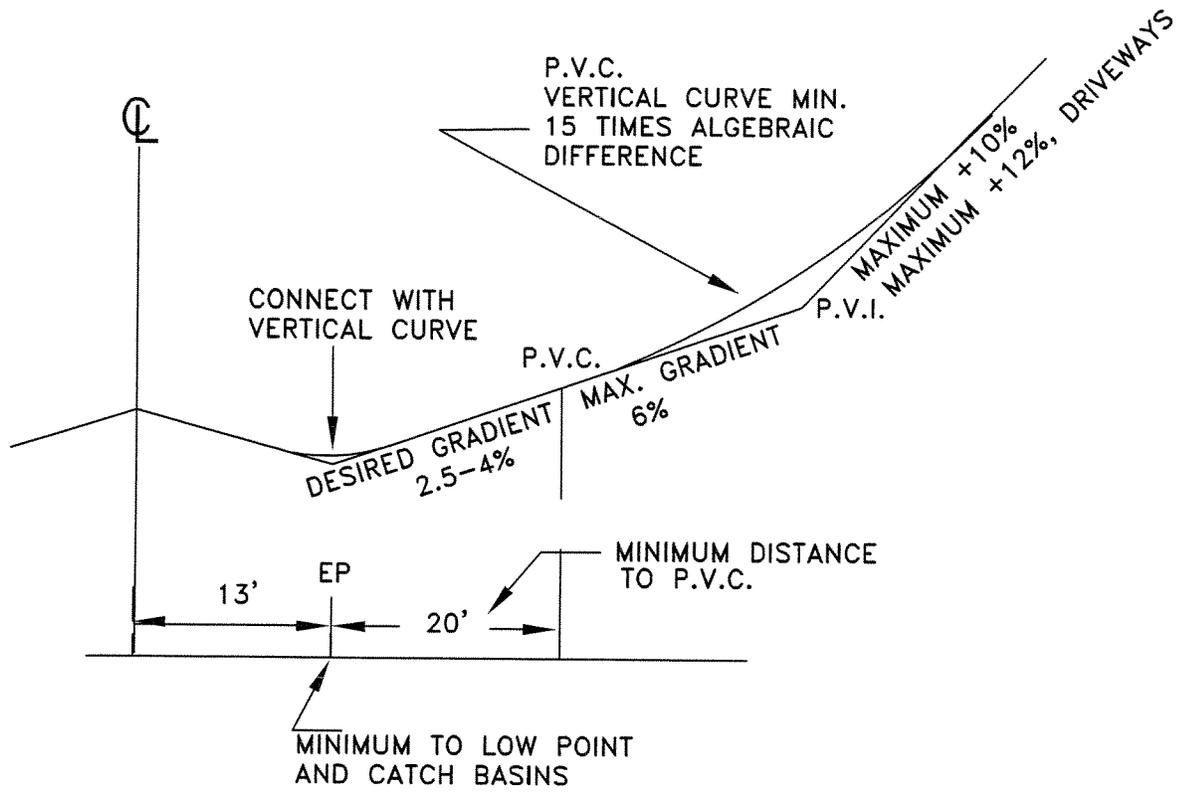
N.T.S.



# CONC. DRIVEWAY APRON

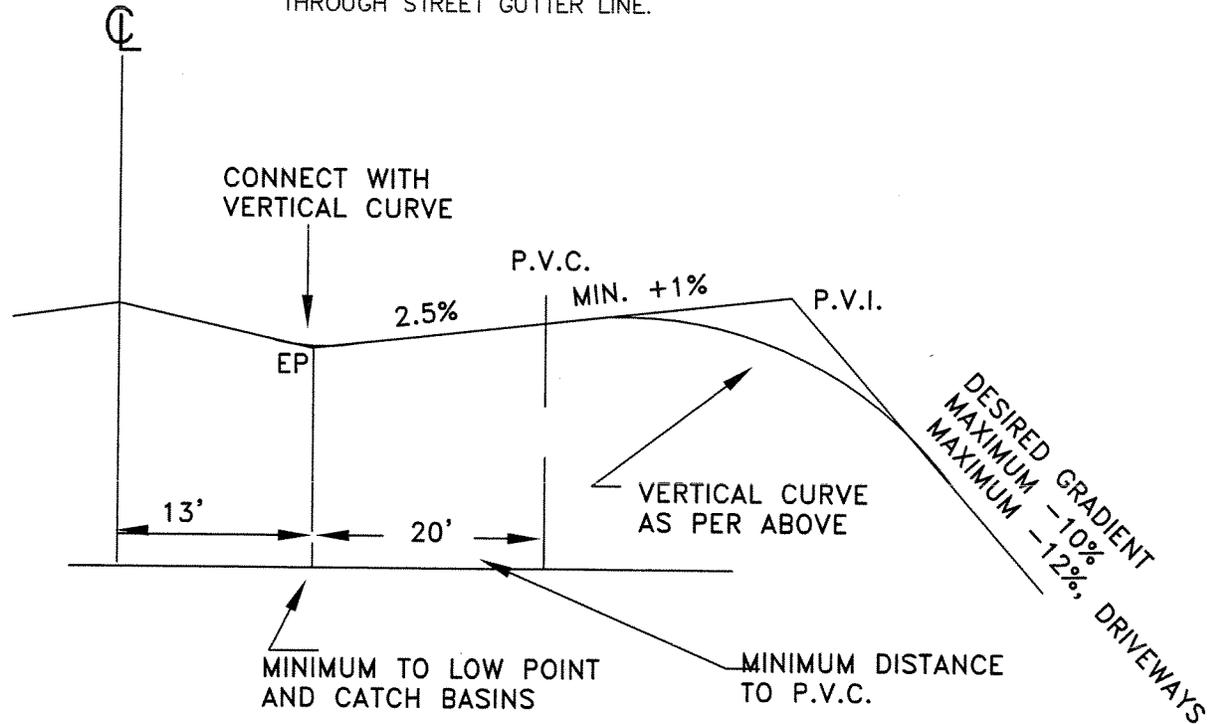
N.T.S.

No.	Date	Description	Scale: NTS	TOWN OF CROMWELL DEPARTMENT OF PUBLIC WORKS	DRIVEWAY APRONS
			Sheet: APRONS		
			Drawn By: REN		
			Checked By: JSM		
Revisions			Date: 3/1/2001		



TYPICAL PUBLIC ACCESS WITH RISING GRADIENT

NOTE: AT ALL INTERSECTIONS, THROUGH STREETS SHALL MAINTAIN STANDARD CROSS SECTION (SLOPES). SIDE STREETS SHALL MATCH GRADE OF THE THROUGH STREET GUTTER LINE.



TYPICAL PUBLIC ACCESS WITH DECREASING GRADIENT

1	11/01	Road Width	Scale:	NTS	TOWN OF CROMWELL DEPARTMENT OF PUBLIC WORKS	PUBLIC ACCESS DESIGN
			Sheet:	RDGRADE		
			Drawn By:	REN		
			Checked By:	JSM		
No.	Date	Description	Date:	3/1/2001		
Revisions						

**TOWN OF CROMWELL**  
**DEPARTMENT OF PUBLIC WORKS**  
**RELEASE OF DRIVEWAY CLAIM**

In accordance with item numbered (4) four of the Town of Cromwell, Department of Public Work's "Regulations Concerning Driveways", I, \_\_\_\_\_, the \_\_\_\_\_ (Developer/Homeowner/etc.), hereby relieve the Town of Cromwell from any responsibility for surface water entering the property at \_\_\_\_\_, because of lot/driveway grading.

I am aware that my driveway access (apron) onto the Town Road does not meet the minimum required positive slope. Therefore, I am holding the Town of Cromwell harmless for storm water entering the property through my driveway cut.

In Witness Whereof, the Owner has set his hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF CONNECTICUT }  
ss:  
COUNTY OF MIDDLESEX }

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally came and appeared \_\_\_\_\_

to me known to be the individual(s) described in and who executed the foregoing instrument and who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Expires

Seal

**TOWN OF CROMWELL**

**DEPARTMENT OF PUBLIC WORKS**

**PRIVATE DRAINAGE PERMISSION AND RELEASE OF CLAIM**

In consideration of the Town of Cromwell, Connecticut, (hereinafter called "Town") granting

to: \_\_\_\_\_  
(hereinafter called "Owner") permission to connect a private drain to the storm drain system owned by the Town and/or to be conveyed to the Town for the purpose of draining water from the property located at:

\_\_\_\_\_ in Cromwell, Connecticut, the said Owner hereby assumes all responsibility and liability for said private drain including, but not limited to, the construction, repair and maintenance of said private drain, all responsibility and liability for any damage caused by the existence, location and operation of said private storm drain to any person or property, and further agrees to indemnify and save the Town harmless from such claims, Said Owner further waives any claim against the Town for any damages caused to himself or any person or property as a result of the malfunctioning of the Town owned storm drain system to which the private drain is connected. The Owner also agrees to abide by all Federal, State and Local laws and regulations pertaining to the use of such private drains.

The Owner understands that an Excavation Permit must be taken out before any construction commences and that all provisions of the Town Excavation Ordinance must be met. Said Excavation Permit must be taken out within two weeks of said application to connect or else applicant will have to reapply. In the event that the Owner does not abide by said rules, regulations and ordinances of the Town of Cromwell, concerning work within the Town right-of-way, this connection will be severed by the Town and the Owner shall pay the cost of same. The Town shall notify the owner at least two weeks prior to any such severance unless such severance is deemed an emergency at which point immediate severance will be necessary.

\_\_\_\_\_  
OWNER

In Witness Whereof, the Owner has set his hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

STATE OF CONNECTICUT }

COUNTY OF MIDDLESEX }

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, came and appeared \_\_\_\_

\_\_\_\_\_  
to me knows to be the individual(s) described in and who executed the foregoing instrument and who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
Commission Expires

\_\_\_\_\_  
Seal

**TOWN OF CROMWELL  
GENERAL INFORMATION FORM  
(Please Print)**

1. Address of proposed project: \_\_\_\_\_

2. Lot No.: \_\_\_\_\_

3. General Developer: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_

4. General Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_

5. Homeowner: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_

6. Land Surveyor: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_

7. Engineer: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_

8. Description of Proposed Project:

New House

Commercial/Industrial

Description: \_\_\_\_\_

\_\_\_\_\_

# REQUEST FOR ZONING APPROVAL

Date of Application \_\_\_\_\_  
Applicant Name \_\_\_\_\_  
Applicant Address \_\_\_\_\_  
Owner Name \_\_\_\_\_  
Address of proposed activity \_\_\_\_\_  
Phone Number: Day \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

\_\_\_\_\_ Addition      \_\_\_\_\_ Accessory Building      \_\_\_\_\_ Filling      \_\_\_\_\_ Garage  
\_\_\_\_\_ Fuel/Gas Tank      \_\_\_\_\_ Sign      \_\_\_\_\_ Swimming Pool      \_\_\_\_\_ Other

\_\_\_\_\_ New Construction - Foundation As-Built must be approved before building construction

Erosion and Sediment Bond Required \_\_\_\_\_ Yes \_\_\_\_\_ N/A      E & S Bond # \_\_\_\_\_  
Zoning District \_\_\_\_\_ Assessor Map# \_\_\_\_\_ Block# \_\_\_\_\_ Lot# \_\_\_\_\_  
Is there Wetlands/Vernal Pool or Watercourse on this Property or within 100 feet of the  
requested activity \_\_\_\_\_ Yes      \_\_\_\_\_ No

Is an Inland Wetland Permit Required? \_\_\_\_\_ Yes      \_\_\_\_\_ No      Permit# \_\_\_\_\_  
Description of proposed activity: \_\_\_\_\_

Dimensions:      Height \_\_\_\_\_      Width \_\_\_\_\_      Length \_\_\_\_\_  
Living Floor Area:      First Floor \_\_\_\_\_      Second Floor \_\_\_\_\_      Garage \_\_\_\_\_  
Special Permit Required: \_\_\_\_\_ Yes      \_\_\_\_\_ No      Record Volume: \_\_\_\_\_      Page: \_\_\_\_\_

Are the approved mylars signed and filed in the Town Clerk's office: \_\_\_\_\_ Yes \_\_\_\_\_ N/A  
Map file numbers \_\_\_\_\_ to \_\_\_\_\_.

This request, if approved is based upon information and plot plan submitted.  
Falsification by misrepresentation or omission, or failure to comply with the conditions of  
approval shall constitute a violation of the Town of Cromwell Zoning or Wetlands Regulations.  
Signature: \_\_\_\_\_

Check One:      \_\_\_\_\_ Owner      \_\_\_\_\_ Applicant      \_\_\_\_\_ Agent  
Condition of approval: \_\_\_\_\_

## **FOUNDATION'S FOR NEW BUILDINGS REQUIRE SUBMISSION AND APPROVAL OF A FOUNDATION AS BUILT PRIOR TO FURTHER CONSTRUCTION.**

Approved by: \_\_\_\_\_      Date: \_\_\_\_\_

Rejected by: \_\_\_\_\_      Date: \_\_\_\_\_



**TOWN OF CROMWELL**  
**PLANNING & ZONING**  
**41 WEST STREET, CROMWELL, CT 06416**

ESC Bond # \_\_\_\_\_

**EROSION AND SEDIMENT CONTROL  
AND  
SITE DEVELOPMENT COMPLIANCE BOND**

ADDRESS OF SITE WORK: \_\_\_\_\_  
\_\_\_\_\_

PERSON RESPONSIBLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_

TELEPHONE#: DAY # \_\_\_\_\_ EVENING # \_\_\_\_\_

I hereby have read and understand the Erosion and Sediment Control and Site Development Plan Compliance Regulation.

Upon written request, a site inspection will be done to determine if the site is totally stabilized for bond return.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIPT OF \_\_\_\_\_ DOLLARS

BY: \_\_\_\_\_ DATE \_\_\_\_\_

**TOWN OF CROMWELL**  
**Department of Public Works**  
**General Excavation Permit Application**

Permit # \_\_\_\_\_

1. Date of Application: \_\_\_\_\_ E-Mail: \_\_\_\_\_

2. Application:  Principal Building Site Plan Review  Drainage/Utility Excavation Permit  
 Driveway/Access Permit  Underground Irrigation System Installation Permit (UIS)\*  
Applicant Name: \_\_\_\_\_ Telephone #: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

3. Contractor (s) Name: \_\_\_\_\_ Telephone #: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

\*Plumbers Irrigation License #: \_\_\_\_\_

4. Location of Proposed Activity: \_\_\_\_\_ Road: \_\_\_\_\_ Lot #: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_

5. Desired Date of Starting Work: \_\_\_\_\_ Approximate Time Required to Complete Work: \_\_\_\_\_

6. "Call Before You Dig" Ticket #: \_\_\_\_\_ ("Call Before You Dig" Telephone # 1-800-922-4455)

8. Application Review: **Principal Building**

General Site	Foundation	Grading As-Built	Driveway/	Drainage/	Underground
Plan Review	As-Built	Plan Review	Access	Utility	Irrigation System
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Permit	Excavation Permit	Installation Permit
Approve as submitted	<input type="checkbox"/>				
Approved w/conditions	<input type="checkbox"/>				
Not approved	<input type="checkbox"/>				

Application reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

9. Acknowledgements by applicant and/or Owner where appropriate:
  - a. Applicant agrees to reimburse the Town of Cromwell for expenses and damages caused by the execution of the Work; and to perform the work in accordance with the plan submitted; and as specified by the Director of Public Works.
  - b. The owner of the property for whom this work is being performed agrees to accept all future responsibility for the work as described herein.
  - c. The applicant hereby agrees to construct a driveway and/or access onto the Town of Cromwell Public Right-of-Way; or to make an excavation, ditch, dig or otherwise alter, open or remove the surface of the above named street or highway under jurisdiction of the Town of Cromwell in accordance with the "Road Construction Specifications".
  - d. The applicant and/or contractor has submitted the appropriate insurances, fees and bond amounts in accordance with all Town ordinances.
  - e. The applicant and/or owner has submitted the "Release of Private Drainage Claim" and/or "Release of Driveway Claim" as may be required and attached hereto.
  - f. Applicant has submitted two (2) sets of the appropriate plot plan or sketch with all information requested and required for review.
  - g. Appropriate Foundation As-Built Plan and Certificate of Occupancy Plan shall be submitted for Principal Building Site Plan Review Applications.
  
10. Insurance, Fees, Bonds
  1. Excavation for Drainage/Utility Connections
    - a. Fees; Section 125-4, "Excavation Ordinance"
    - b. Insurance & Bonds; Section 125-5, "Excavation Ordinance".
    - c. Excavation Site within Public Right-of-Way: \_\_\_\_\_ S.F.  
Estimated Excavation Fee: \$ \_\_\_\_\_ (per Excavation Ordinance)
  2. Driveway/Access Permit
    - a. Fee: \$25.00
    - b. Construction Bond (Driveway Bond): \$500.00
  
11. Application Approvals:
  - a. Permit Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Director of Public Works or Authorized Agent)
  - b. Final Approval for Release of Bonds: \_\_\_\_\_ Date: \_\_\_\_\_  
(Director of Public Works or Authorized Agent)
  
12. Permit Issued to: Permit # \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
  
13. Additional information to Applicant:
  - a. The Cromwell Police and Fire Department should be advised if the construction will involve a road closing, detour, or any restricted traffic flows.
  - b. The Police Department will be the sole judge of the need for protection of the excavation by uniform officers. Payment for services of same will be made directly to the Town of Cromwell.

**SEWER APPROVAL/CONTACT FORM**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SERVICE ADDRESS**

\_\_\_\_\_  
**PROPERTY OWNER'S NAME**

(\_\_\_\_\_)\_\_\_\_\_  
**PROPERTY OWNER'S PHONE**

\_\_\_\_\_  
**CONTACT NAME (CONTRACTOR/AGENT)**

(\_\_\_\_\_)\_\_\_\_\_  
**PHONE**

**WHAT TYPE OF PROJECT ARE YOU DOING?**

\_\_\_ **New Construction (Single-Family, Multi-Family, Commercial, ect.)**

\_\_\_ **Addition (Single-Family, Conversion to Multi-Family, Commercial etc.)**

**Other: (Please provide details)**\_\_\_\_\_

**CONTACT SEWER DEPARTMENT FOR APPROPRIATE FORMS, PERMITS, AND INFORMATION RELEVANT TO YOUR PROJECT.**

**RETURN COMPLETED FORM(S) TO :**

**TOWN OF CROMWELL**

**SEWER DEPARTMENT @ 41 WEST STREET, CROMWELL, CT 06416**

**PHONE (860) 632-3430 FAX (860) 632-3477**

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REJECTED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# HEALTH DEPARTMENT PLAN REVIEW

- FOR:
1. Addition up or out, 3 season rooms, decks
  2. Garages
  3. Sheds
  4. Pools
  5. New Food Establishments
  6. Commercial Food Establishment Retrofits
  7. Finishing off any unfinished rooms
  8. Plan Review – fee \$50.00
  9. Septic Plan Review – fee \$50.00
  10. Soil Testing – fee 50.00 per lot

DATE: \_\_\_\_\_

STREET: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_

Signature of Agent: \_\_\_\_\_

Telephone number of Agent: \_\_\_\_\_

DESCRIBE PROJECT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please submit any documents that will help in describing your project.

**NOTE:** The property owner is responsible for providing accurate and appropriate information.

**This approval is for Health Department only.**

Approve: \_\_\_\_\_ Date: \_\_\_\_\_

Rejected: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

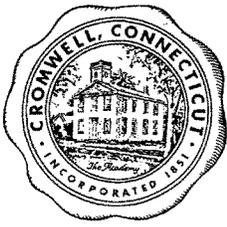
\_\_\_\_\_

Plan Review fee \$50.00

\_\_\_\_\_ Date

\_\_\_\_\_ Check #

Plot Plan of Property



# Town of Cromwell

NATHANIEL WHITE BUILDING  
41 WEST STREET  
CROMWELL, CONNECTICUT 06416

## ACKNOWLEDGMENT OF RESPONSIBILITIES

I \_\_\_\_\_ have received, reviewed, read and understand the  
(Please Print)

Step 1 Package to build a One or Two Family House, Commercial/Industrial Building.

I will refer to the page entitled: "Permit Application Procedure" for any questions. I further  
Understand that it is **my** responsibility to acquire all pertinent sign-offs prior to submitting a  
Building permit application.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Selectman's Office 632-3410 / Finance 632-3414 / Public Works 632-3420 / Town Planner 632-3422 / Building Department 632-3428  
Sewer Department 632-3430 / Town Clerk 632-3440 / Assessor 632-3442 / Tax Collector 632-3445 / Zoning Officer 632-3422  
Health Department 632-3426 / Registrars 632-3418 / Youth 632-3448 / Elderly 632-3447 / Human Services 632-3449  
Engineering 632-3420 / Library 632-3460 / Recreation 632-3467 / Emergency Management 632-3422  
Human Resources Director 632-3497 / Risk Manager 632-3497

# **NOTICE**

**OBTAIN A SIGN OFF FROM THE  
TAX COLLECTOR PRIOR TO THE  
ISSUANCE OF A BUILDING PERMIT.  
SEE TAX COLLECTOR ON FIRST FLOOR.**

**TAX COLLECTOR  
(860) 632-3445**



# STATE OF CONNECTICUT

## DEPARTMENT OF CONSUMER PROTECTION

November 29, 2007

DEC 2 2007

Christopher R. Laux  
State Building Inspector  
Department of Public Safety  
1111 Country Club Road  
Middletown, CT 06457

Dear Mr. Laux:

I am writing on behalf of the Architectural Licensing Board in response to your letter of September 7, 2007. The Board reviewed your letter at its November 16, 2007, meeting. I have listed below the Board's answers after each of your questions.

**Question 1:** When submitting a bound set of construction drawings for building permit application, must the architect apply a live seal to each drawing within the set?

**Answer:** Yes.

**Question 2:** When submitting a bound set of construction drawings for building permit application, is the intent of the statute met when the architect applies a live seal to the first sheet only? **Answer:** No.

If not, would the intent of the statute be met by applying a live seal to the first sheet in the set accompanied by a written statement indicating which drawings in the set were covered by such seal? **Answer:** No.

**Question 3:** When submitting a bound set of construction specifications for building permit application, must the architect apply a live seal to each page within the set?

**Answer:** No.

**Question 4:** When submitting a bound set of construction specifications for building permit application, is the intent of the statute met when the architect applies a live seal to the first page only?

**Answer:** Yes, the seal should be applied to the cover page.

If not, would the intent of the statute be met by applying a live seal to the first page in the set accompanied by a written statement indicating which pages in the set were covered by such seal?

**Answer:** Because the first part of the question was answered in the affirmative, this question need not be answered.

**Question 5:** The statutes covering the practice of engineering are specific to require the engineer's signature in addition to the seal. Likewise, the statutes covering the

165 Capitol Avenue, Hartford, Connecticut 06106-1630  
TDD (Telecommunications Device for the Deaf): (860) 713-7240  
Internet Web Site: <http://www.ct.gov/dcp>  
*An Affirmative Action / Equal Opportunity Employer*

Page 2

practice of architecture by corporation (20-298b) require the signature of the architect on documents depicting services rendered by the corporation. The statute regarding architectural seals (20-293) does not, however, specifically require the signature of the architect on working drawings or specifications. In addition to a live seal, do the laws regarding architectural licensing require an architect not practicing under a corporate seal to sign construction documents (including drawings and specifications)?

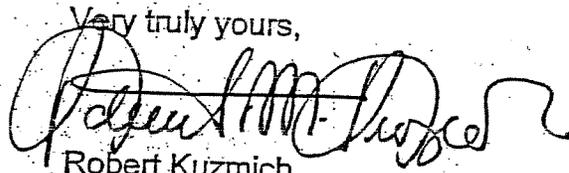
**Answer:** Not at present, but legislation proposed by the Department of Consumer Protection and the PELS Board, if passed, will require a signature in addition to a seal.

**Question 6:** If the response to Question 5 is in the affirmative, must such signature appear in the vicinity of each application of the seal as determined by the responses to Questions 1 through 4?

**Answer:** Because the first part of the question was answered in the negative, this question need not be answered. However, if the proposed legislation is passed, the signature should be placed directly above or below the seal, or across the seal.

If you have any questions, please call me at (860) 713-6143.

Very truly yours,



Robert Kuzmich  
Board Administrator

S/L-ARCH-STATE BUILDING INSPECTOR

## STATE BUILDING CODE INTERPRETATION I-23-07

September 24, 2007

The following is offered in response to your September 19, 2007 facsimile transmission to me in which you seek an official interpretation of the requirements for seismic bracing of fuel gas piping in Connecticut. The applicable code section is 1621.1 of the 2003 International Building Code portion of the 2005 State Building Code. Section 1621.1 sends the code user to ASCE 7 – 2002 as amended by the provisions of 1621.

**Question 1:** Using the ASCE 7 standard, is gas piping assigned an  $I_p$  factor of 1.5?

**Answer 1:** Yes. According to section 9.6.1.5, any component with hazardous contents has an  $I_p$  of 1.5.

**Question 2:** Does ASCE 7 allow the designer the option of using the standards referenced in section 9.6.1.1.2 for component design as an alternative to the provisions of the balance of section 9.6?

**Answer 2:** Yes. The section 9.6.1.1.2 states in part that the listed acceptable standards represent acceptable procedures for design and construction. As such, those standards may be used as alternative compliance to the language of section 9.6 of ASCE 7.

**Question 3:** If the answer to question 2 is yes, can the designer mix provisions from more than one standard when designing the restraining system?

**Answer 3:** No. The intent of the code is to require compliance with the entire standard that is chosen to govern the design and construction, whether it is section 9.6 of ASCE 7 or one of the listed accepted standards found in 9.6.1.1.2.

**Question 4:** Must all gas piping regardless of size and location be seismically braced or are there exceptions based on hanger rod length or pipe size?

**Answer 4:** Each of the standards that govern seismic restraint of piping contains exceptions to the rule that all pipes must be restrained. For instance, ASCE 7, section 9.6.3.11.4, item c exempts (in relatively confusing language) “other piping” (including gas piping) supported by rod hangers 12 inches in length or less. This same exception is found in the SMACNA standard (referenced as 9.6-20 in ASCE 7) at section 3.3. In addition, exceptions for pipe size, based on the building’s Seismic Design Category and the pipe’s  $I_p$ , are found at ASCE 7 section 9.6.3.11.4, item d. Prior to determining the applicability of the pipe size exceptions, one must, however, have the engineer of record accurately determine the building’s Seismic Design Category in accordance with the State Building Code.

**Question 5:** Is gas pipe that is rigidly mounted to the building structure exempt from seismic bracing?

**Answer 5:** Yes. Given that both the ASCE 7 and the SMACNA Standards exempt gas piping supported by rod hangers less than 12 inches in length, gas piping attached to the structure would likewise be exempt.

Res Check/Com check materials can be downloaded free of charge from the internet at:

<http://www.energycodes.gov>

or purchased for a small duplication and handling fee from DOE's Building Standards and Guidelines hotline:

1-800-270-CODE (2633)

We encourage any comments or suggestions you may have regarding the *MECcheck* Materials. Call our hotline number (above) or send an e-mail from our web site or directly to [al\\_parker@pnl.gov](mailto:al_parker@pnl.gov).

## **STEP 2 - COMMERCIAL BUILDING PERMIT**

### **Fill out and return the following forms:**

1. Workers' Compensation insurance or signed and notarized waiver (see attached).
2. Building Permit (see attached).
3. Egress to Unsafe Area (see attached).
4. Certificate of Zoning Compliance (see attached).
5. Certificate of Occupancy Application (see attached).
6. Septic/Sewer Final Approval Application (see attached).

### **Provide the following:**

1. The latest adopted International Energy Conservation Code analysis of the structure. It will show compliance with this code. Contact your insulating contractor, D.O.E.'s Hotline - 1-800-270-2633 or download Com check info at <http://www.energycodes.gov> for compliance information.
2. Provide a signed copy of:
  - a. Fire Marshal Approval
  - b. Zoning Approval
  - c. Engineering Permit.
  - d. Health Department Approval (septic systems and food establishments)
  - e. Sewer Department Approval.
3. Keep and read the following:
  - A. Street Number Town Ordinance (street number must be in place at the time of Certificate of Occupancy inspection).
4. If you have any questions, please call David Jolley or John Egan in the Building Department at (860) 632-3428, Monday through Friday, 8:30 A.M. to 4:00 P.M.

**STATEMENT REGARDING WORKERS' COMPENSATION INSURANCE/  
AFFIDAVIT**

Public Act 96-216 requires that any persons engaged in construction, remodeling, refinishing, refurbishing, rehabilitation, alteration or repair work within the state be covered by Workers' Compensation insurance, and produce proof of such coverage to the local building official prior to issuance of a building permit, unless they are specifically exempted under the law.

\_\_\_\_\_  
(Property Address)

I, the undersigned, am the:

- Owner in Fee of the above referenced Property, or;
- Building Permit applicant and owner/agent of a contracting business known as:

\_\_\_\_\_  
and located at: \_\_\_\_\_

- I am the property owner and will be performing all the construction work personally at the above cited property.
- I am the sole proprietor of the above business, and have no employees as defined under Section 31-275 of the Workers' Compensation Act, as amended.
- I am the Owner/Agent of the above business  acting as the G.C. I will provide the Town Building Department with  Workers' Compensation Certificate of Insurance, or  a sworn notarized affidavit stating that I will require proof of Workers' Compensation Insurance for all those employed on the job site in accordance with the provisions of the Workers' Compensation Act.
- I am the sole proprietor or property owner and will be acting as the general contractor. I will provide the Town Building Department with  Workers' Compensation Certificate of Insurance, or  a sworn notarized affidavit stating that I will require proof of Workers' Compensation Insurance for all those employed on the job site in accordance with the provisions of the Workers' Compensation Act.

I understand and agree that failure to comply with the insurance requirements of state law will subject me to civil penalties thereunder. I further understand that falsification in any way of the facts or conditions I have represented herein constitutes a false statement for which penalties under the law apply.

\_\_\_\_\_  
(Legal Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Notary)

- Owner of Property or Business     Corporate Officer

**BUILDING PERMIT APPLICATION - TOWN OF CROMWELL**  
41 West Street, Cromwell, CT 06416 - Tel. (860) 632-3428  
(Please Print or Type all Entries) Fax – (860) 632-3477

5/26/11

DATE: \_\_\_\_\_

Estimated Cost of Construction.....\$ \_\_\_\_\_  
(Including Value of Labor & Material)  
Building Fee.....\$ \_\_\_\_\_  
Plan Review Fee.....\$ \_\_\_\_\_  
C.O. Fee.....\$ \_\_\_\_\_  
State Education Fund Fee.....\$ \_\_\_\_\_  
TOTAL.....\$ \_\_\_\_\_

Job Site Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Hm. phone: \_\_\_\_\_ Wk. phone: \_\_\_\_\_

TYPE OF CONST. \_\_\_\_\_

USE GROUP \_\_\_\_\_

TAXES

FEE INCLUDES MECHANICALS: Y N

**APPLICANT PLEASE NOTE: Call 24 hours in advance for inspections and for final inspection before use.**

Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_ Fax Number: \_\_\_\_\_

PURPOSE OF PERMIT: \_\_\_\_\_

\_\_\_\_\_

I certify that the existing flue type \_\_\_\_\_ and size \_\_\_\_\_ is as per the manufacturer's installation instructions for this boiler/furnace or water heater.

THIS LOT IS SERVICED BY:	_____ CITY SEWER	_____ CITY WATER	NUMBER OF:
	_____ SEPTIC SYSTEM	_____ WELL WATER	Bedrooms: _____
			Bathrooms: _____

LICENSE NUMBERS:

Elec. Contractor License \_\_\_\_\_ Home Improvement Reg. No. \_\_\_\_\_

Plumbing Contractor License \_\_\_\_\_ New Home Const. Cont. No. \_\_\_\_\_

H.V.A.C. Contractor License \_\_\_\_\_

**CERTIFICATION: I hereby certify that: I am the owner of record of the named property or that the proposed work is authorized by the owner of record and/or I have been authorized to make this application as an authorized agent, and we agree to conform to applicable laws, regulations and ordinances. We further understand that it is our responsibility to request all required inspections, to ascertain the results of all required inspections and to call for a final inspection prior to use. All information contained within is true and accurate to the best of my knowledge and belief.**

Signature: \_\_\_\_\_ Building Official: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date Approved: \_\_\_\_\_

**CROMWELL BUILDING DEPARTMENT  
APPLICATION  
CERTIFICATE OF OCCUPANCY**

The following will have to be completed before a Certificate of Occupancy can be issued.

I \_\_\_\_\_ hereby apply for a Certificate of Occupancy for  
(please print)

\_\_\_\_\_ building located at \_\_\_\_\_  
(indicate type) (street)

Permit No. \_\_\_\_\_ Owner \_\_\_\_\_

I certify that the building is constructed in compliance with all applicable statues and the State Building Code in effect when the Building Permit was issued.

- \_\_\_ Signed Certificate of Zoning Compliance
- \_\_\_ Fire Marshal's approval in writing (Commercial only)
- \_\_\_ Health Department's approval in writing
- \_\_\_ Sewer Department's approval in writing
- \_\_\_ Tax Department's approval in writing
- \_\_\_ Signed by owner & builders "The stipulation regarding egress to unsafe area"
- \_\_\_ State Traffic Commission approval
- \_\_\_ Architect, Engineer & Contractor sign-off in writing
- \_\_\_ Special Inspector sign off in writing

Signature \_\_\_\_\_  
(owner or agent)

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Date \_\_\_\_\_

Date C.O. requested \_\_\_\_\_

Time of C.O. Inspection \_\_\_\_\_

**TOWN OF CROMWELL PLANNING AND ZONING COMMISSION**

**APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE**

Owner Name \_\_\_\_\_

Owner Address \_\_\_\_\_

Property Location \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Permit# \_\_\_\_\_

Has an approved as-built been submitted? \_\_\_\_\_ Yes \_\_\_\_\_ No  
As-built must be furnished by a Land Surveyor certified by the State of Connecticut showing locations, setbacks, grading to A-2 requirements.

Are all conditions of approval complied with? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If **no**, has a site bond been posted? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are there any outstanding zoning or wetland violations? \_\_\_\_\_ Yes \_\_\_\_\_ No

Has the Open Space fee been paid? \_\_\_\_\_ Yes \_\_\_\_\_ No

Signature \_\_\_\_\_

Check one: Owner \_\_\_\_\_ Applicant \_\_\_\_\_ Agent \_\_\_\_\_

**CERTIFICATE OF ZONING COMPLIANCE**

I certify that all structures established under this application have been examined and meet the requirements of the Town of Cromwell Zoning Regulations.

\_\_\_\_\_  
Development Compliance Officer

\_\_\_\_\_  
Date

**TOWN OF CROMWELL APPLICATION FOR FINAL APPROVAL  
SANITARY SEWER USE OR SEPTIC SYSTEM USE**

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Property Location: \_\_\_\_\_

Contact # \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Signature: \_\_\_\_\_

Check one:     Owner     Applicant     Agent

-----

**FOR OFFICE USE ONLY**

Permit #: \_\_\_\_\_

Has an approved as-built been submitted?     Yes     No

Are all conditions of approval met?     Yes     No

Are there any outstanding septic  
or sewer violations?     Yes     No

All structures established under this application have been examined and substantially meet the requirements of the Town of Cromwell Regulations and any applicable State Regulations.

\_\_\_\_\_  
Approval Signature

\_\_\_\_\_  
Date

Public Health Director

Sewer Division

**Chapter 103, BUILDINGS, NUMBERING OF**

[HISTORY: Adopted by the Board of Selectmen of the Town of Cromwell 4-14-1993. Amendments noted where applicable.]

**§ 103-1. Purpose.**

In order to promote the public health, safety and welfare, particularly to facilitate the delivery of fire protection, police, ambulance and postal services to its townspeople, the Town of Cromwell adopts the following chapter to govern posting of number signs on buildings within the Town.

**§ 103-2. Color; height of numbers.**

**A. Color.**

- (1) All numbers shall be of a color that contrasts with the background to which they are affixed.
- (2) Owners are encouraged to use numbers made from reflective materials.

**B. Height and type.**

- (1) Numbers shall be a minimum of three inches high and a maximum of 12 inches high if affixed to the following: buildings, fences, posts, mailboxes serving a primary building on a lot located on the same side of the street as the building, and mailboxes serving a primary building on a rear lot and located within five feet of the right-of-way to the rear lot.
- (2) Numbers shall be no higher than 1 1/2 inches if affixed to a mailbox across the street from the building which it serves or if affixed to one of a group of mailboxes that serves a condominium or other cluster of buildings on a lot.
- (3) Numbers shall be block type, numerical form, not script, i.e., "8" not "eight."

**§ 103-3. Location of numbers.**

- A. Buildings visible from street line. Owners of buildings that require street numbers and which are visible from the street line shall affix numbers either to the top or the side of the largest building entrance visible from the street line. The bottom of the numbers shall be at least five feet above the doorstep or the entrance to which the numbers are affixed.
- B. Other buildings. Owners of buildings that require barriers shall affix additional numbers to fences, posts or mailboxes along the street line. Numbers affixed to objects along the street line shall be a minimum of approximately three feet above the ground so that they will not be covered by fallen or piled snow during the winter months. Buildings which are not visible from the street or are set back 250 feet or more may be additionally marked along the street line.
- C. Mailboxes. Numbers shall be affixed to both sides of mailboxes; where boxes are grouped together, numbers shall be affixed to the front and any visible side.

**§ 103-4. Buildings requiring street numbers.**

- A. Residential. Each single-family dwelling or condominium dwelling unit will require one set of numbers. Duplexes will require separate sets of numbers for each dwelling unit. Multifamily dwellings will receive one set of numbers for each building with a separate letter added to the numbers for each unit in the building. Single-family dwellings with an accessory apartment will be required to add the letter "A" to the apartment only.

- B. Nonresidential. The primary building on each nonresidential property shall require a street number. The decision of the Police Chief shall be final on which building within a nonresidential property is the primary building. Other buildings which are not outbuildings or accessory buildings may require that a separate letter or number be added to the numbers for each other building.
- C. Outbuildings. Outbuildings or accessory buildings will not require street numbers and will be considered accessory to the numbered building on the property.

**§ 103-5. Private drives and courts.**

All such private roads shall be posted in a manner so that the names are clearly visible and identifiable.

**§ 103-6. Time for compliance.**

- A. Each person who owns a building that is occupied or that has received a certificate of occupancy at the time this chapter becomes effective and which requires a set of street numbers must post the street numbers within 60 days from the date the Town of Cromwell notifies him/her of the numbers for the buildings.
- B. Each person who owns a building that requires street numbers and is built or receives a certificate of occupancy after the effective date of this chapter must post the street number before receiving the certificate of occupancy for the building.

**§ 103-7. Violations and penalties.**

- A. The Town shall issue a warning notice to any building owner who fails to post street numbers on his/her building within the time allowed in § 103-6 of this chapter. The warning notice shall be issued from the official designated by the Board of Selectmen and shall be sent certified or registered mail to the building owner at his/her last known address. The warning notice shall allow the building owner an additional 10 days from the date of the warning notice to post the numbers.
- B. Any building owner who fails to post street numbers within the time allowed on the warning notice shall be subject to a fine of \$5 a day for each day afterwards during which he/she fails to post the numbers, up to a maximum of \$100 or any larger amount that the Connecticut General Statutes permit the Town to fine for violation of this chapter.

**Endnotes**

**Editor's Note:** Former Subsection C, which immediately followed this subsection and provided for enforcement by citation and hearing, was repealed 4-9-1997.

RES check/Com check materials can be downloaded free of charge from the internet at:

<http://www.energycodes.gov>

or purchased for a small duplication and handling fee from DOE's Building Standards and Guidelines hotline:

1-800-270-CODE (2633)

We encourage any comments or suggestions you may have regarding the *MECcheck* materials. Call our hotline number (above) or send an e-mail from our web site or directly to [al\\_parker@pnl.gov](mailto:al_parker@pnl.gov).