

BUILDING PERMIT APPLICATION

INSTRUCTIONS

Please fill in permit application in its entirety, and return with other pertinent information, and check, to: Wallingford Building Department, Room G-40, Wallingford, CT, 06492. **Incomplete applications will be returned to sender.**

“Construction Type” for single family construction = “5-B”

“Use Group” for single family construction = “R-3”

Please see attached “Building Permit Sign-Off List”, for contact information of other Town Departments to obtain their written approvals when applicable. Contact relevant Departments **only**.

Fire Marshal: All projects not associated with 1 and 2 family projects.

Planning & Zoning: All projects concerning changes of use. New commercial and residential projects, projects increasing ground coverage, building setback requirements, altering roof lines, and accessory apartments.

Health Department: All projects impacting well water and/or septic systems, food service and cosmetology establishments, daycare, asbestos and lead abatement.

Water & Sewer: Construction of new buildings, alterations, renovations and additions to existing buildings.

- Demolition of existing buildings
- Installation of additional plumbing fixtures or drains, if part of a substantial addition or renovation
- Modifications to the water or sewer service lines
- Installation or modifications to the fire protection systems or irrigation systems
- Food service establishments
- Vehicle service area drains
- Commercial & Industrial process water or floor drains
- Activities in the Watershed Protection District or Aquifer Protection Areas
- Basement plumbing fixtures, and basement sanitary sewer drains

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Inland Wetlands: All projects increasing footprint on property such as pools, sheds, additions, parking lots, etc., to make sure wetlands are not impacted.

Engineering: All commercial projects requiring site plan approval related to drainage, sidewalks, etc.

Electric Division: All projects involving exterior electric service work, such as meter cans, risers, and underground services. All electrical permits involving electric service work, solar photovoltaic, and service reconnects after 12 months, must obtain a “green slip” from the Electric Division before obtaining an electrical permit from the Building Department.

If you are unsure if a specific department approval is required, please call/contact that department, or the Building Department.

“Who may apply for a permit”

Permit applicants must be either the owner of the single family, or a licensed trade person. A licensed trade person may authorize someone else by giving that person a letter authorizing the non-licensed person to obtain the permit on their behalf, by issuing a letter on letterhead, and containing the signature of licensed person, as well as job specifics.



Town of Wallingford Department Contact List

Fire Marshal

Phone: 203.294.2766-office...Fax: 203.294.2736
Location: 75 Masonic Avenue, Wallingford, CT 06492
Email: bschock@wallingfordfd.com

Planning & Zoning

Phone: 203.294.2090-office...Fax: 203.294.2095
Location: 45 South Main Street, Room G-40, Wallingford, CT 06492
Email: kevin.pagini@wallingfordct.gov

Health Department

Phone: 203.294.2065...Fax: 203.294.2064
Location: 45 South Main Street, Room 215, Wallingford, CT 06492
Email: health@wallingfordct.gov

Water & Sewer

Phone: 203.949.2672...Fax: 203.949.2678
Location: 377 South Cherry Street, Wallingford, CT 06492
Email: scott.shipman@wallingfordct.gov

Inland/Wetland

Phone: 203.294.2093...Fax: 203.294.2095
Location: 45 South Main Street, Room G-40, Wallingford, CT 06492
Email: erin.ohare@wallingfordct.gov

Engineering Department

Phone: 203.294.2035...Fax: 203.284.4012
Location: 45 South Main Street, Room 203, Wallingford, CT 06492
Email: engineering@wallingfordct.gov

Electric Division

Phone: 203.294.2271...Fax: 203.294.2267
Location: 100 John Street, Wallingford, CT 06492
Email: [n/a](#) (must call)

Dept. of Public Works

Phone: 203.294.2105...Fax: 203.294.2107
Location: 29 Town Farm Road, Wallingford, CT 06492
Email: publicworks@wallingfordct.gov

Building Department

Phone: 203.294.2005...Fax: 203.294.2095
Location: 45 South Main Street, Room G-40, Wallingford, CT 06492
Email: j.rossetti@wallingfordct.gov

FEE SCHEDULE

(Please make check payable to "Town of Wallingford")

Please submit permit application fee with your completed permit application, copy of trade license (if applicable) and copy of workman's compensation insurance (if applicable). Applicant assumes all responsibility of adhering to the Connecticut State Worker's Compensation regulations by signing application.

Fee = Labor and Material costs, and must equal fair market value of both, regardless of free labor or material.

Fee = Cost of Labor and Material, as follows:

(\$14.00 per thousand with a \$28.00 minimum fee)

Zero to \$2,000 = \$28.00 fee

\$3,000 (3 x \$14.00) = \$42.00 fee

\$4,000 (4 x \$14.00) = \$56.00 fee

\$5,000 (5 x \$14.00) = \$70.00 fee

All construction costs rounded up to next thousand for cost purposes.

Please include a \$10.00 fee for building permits that require a Certificate of Occupancy/Completion, such as new homes, additions, decks and commercial building permits.

Please feel free to contact the Wallingford Building Department from 8:00 a.m. to 5:00 pm., at (203) 294-2005, with any questions.