

TOWN OF PORTLAND, CT.

NEW HOME BUILDING PACKAGE

1. Please submit the following items to the Land Use Department for review.
 - a. Two (2) sets of building plans with design specifications (2022 Connecticut State Building Code, 2021 International Residential Code with amendments)
 - b. Four (4) sets of the plot plan if on septic or Four (4) sets of the plot plan if on Town Sewer with Erosion and Sedimentation Control notes (please see attached sheet)
 - c. Copy of appropriate DCP license
 - d. Certificate of Liability Insurance form showing proof of Workers' Compensation
 - e. Chatham Health District application for Site Plan Review (if you require septic or well installation) and check payable to Chatham Health District
 - f. Zoning permit application
 - g. Building permit application
 - h. Form W-9 Request for Taxpayer Identification Number and Certification form and \$500 E & S bond (which will be returned to you with interest after complete stabilization of the land)
 - i. Affidavit from Land Surveyor

2. After the plans are reviewed and approved by the Health Department, Zoning Official, Town Engineer and Building Official; the Land Use Department will notify you with the permit fee which is payable by check or cash.
 - a. Pay for the permit before beginning any land disturbance activities.
 - b. Install E&S controls and anti-tracking pad on the lot and have it inspected by the Land Use Department (call 860-342-6727).

3. Post the house number provided by the Land Use Department in a place visible from the road so that inspectors and emergency vehicles can locate it.

4. Start construction. See Required Inspection List, submit subcontractor permits, and call for inspections, 860-342-6727.
 - a. Decks, porches, sheds, fences, or anything added after the original plan has been approved must have a zoning and building permit before being built. A Certificate of Occupancy will not be issued unless all permits have been pulled.

5. Submit the as-built of the foundation to the Zoning Official within 14 days from the installation of the foundation for zoning compliance.

6. Other miscellaneous permits may be needed and are as follows:
 - a. Well- Health Department, Sanitarian
 - b. New septic- Health Department, Sanitarian
 - c. Driveway and/or municipal water and sewer- Public Works Department
 - d. Driveway access from a state road- CT DOT

7. Certificate of Occupancy
 - a. Call the appropriate officials for final inspections per the Notice of Compliance Requirements sheet. Schedule final inspections **at least two weeks** before you need a Certificate of Occupancy. The minimum requirements which must be met for the final inspections are: grading, house number, all entrances and exits lighted and secured with proper stairs/steps and handrails, all required safety systems installed and functioning, interior doors on all bedrooms, one working bathroom and working kitchen.
 - b. After the Building Official conducts the final inspection and finds all construction to be in compliance, a C.O. will be issued. Cosmetics, such as carpets, interior trim, paint/wallpaper/paneling are NOT required for a C.O.

8. Call for Bond Release
 - a. Lawn must be established and stabilized
 - b. Call the Land Use Department, 860-342-6727 for inspection.
 - c. Remove E&S controls from site as directed

Contacts for Inspections:

- a. Sanitarian/Health: Liz Davidson, 860-342-6718
- b. Zoning: Dan Bourret, 860-342-6719
- c. Public Works: vacant, 860-342-6733
- d. Building: Pete Willse, 860-342-6728
- e. Administrative Assistant: 860-342-6727

Building a home is a complex process. Reading and following this checklist will help clarify the regulatory portion of the project. Please feel free to call the Land Use Department at 860-342-6727 with any questions, and we will be glad to assist you.