

TOWN OF WESTPORT BUILDING PERMIT APPLICATION REQUIREMENTS

TO OBTAIN A BUILDING PERMIT THE FOLLOWING IS REQUIRED:

1. A Zoning Permit (when required.) 203-341-1030.
2. Schedule an appointment with the Building Department to set up a video conference plan review. Confirm your assigned plan reviewer and email your reviewer a video invitation. 203-341-5025.
3. Electronic PDF version of completed drawings saved to a thumb drive (1/4" scale for residential plans) including:
 - 3.1. Floor Plans - include the location of generators and A/C compressor pads.
 - 3.2. Elevations, building sections, wall sections, details, etc.
 - 3.3. Concise plans for any proposed structural changes.
 - 3.4. A Professional Architect or Engineers' 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.
 - 3.5. Due to a limit on acceptable PDF file sizes (100 MB max), commercial plans may be submitted in separate files as indicated below:
 - Building Code Data and Egress Plan
 - Site Plans
 - Architectural Plans
 - Mechanical Plans (Mechanical, Plumbing and Electrical)
 - Structural Plans
 - Fire Sprinkler Plans with hydro calcs and flow test, if required
 - Fire Alarm Plans including riser diagram
 - Kitchen Hood and Duct Plans
4. A Call Before You Dig case number in the event you are digging with heavy equipment. 800-922-4455.
5. Name of concrete supplier and installer for a residential construction project using ready-mix concrete.
6. REScheck or COMcheck Compliance Certificate - demonstrating compliance with the current International Energy Conservation Code (<https://www.energycodes.gov>) or equal.
7. Home Improvement Contractor Registration or a New Home Construction Contractor Registration (for new single-family dwellings and home improvement) issued through the Department of Consumer Protection (<https://portal.ct.gov/dcp>) or call 860-713-6000 – these registrations are required for residential work only.
8. 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.
9. Current Tax Clearance form. 203-341-1060

Please note that appointments are needed for all department meetings.

Tip: Call the Building Department after you receive your Zoning Permit.