

# Steps to follow in applying for a Building Permit

Town of Woodstock, CT Phone: 928-1388 x328

1. **Lot of Record:** The lot must be a legal lot of record in compliance with Subdivision & Zoning Regulations.
2. **Health Department Approval** (Wells, Septic System, B100a, B51d, Food Service Permit, etc.):  
If in doubt, please contact NDDH for more info and to determine if permit is required.

- Northeast District Department of Health  
69 South Main Street Phone: 860-774-7350  
Brooklyn, CT 06234 Fax: 860-774-1308

3. **Wetlands Permit:** Obtain approval from Inland Wetlands & Watercourses Agency for any activity within the following Upland Review Areas:

- 100' from a wetland **and / or** 125' from a watercourse **OR**
- Obtain a "sign-off" from the Wetlands Agent, Building Office, Woodstock Town Hall

*IWWC Regular meetings are held:* 1<sup>st</sup> Monday of the month, (holidays may change schedule). Site Plan **MUST** show the Erosion & Sediment Control Measures.

Fee: \$35.00 Residential Use + \$30 State Fee  
Wetlands Enforcement Agent: Terry Bellman  
Office Hours: M- F 9a.m. -11a.m.

4. **Driveway Permit:** If property fronts on a town road obtain a permit from Planning and Zoning Office with a site plan.

- The decision will be made by the Highway Foreman and/or Zoning Enforcement Officer after inspection of site.
- If property fronts on a State Highway obtain the permit from the **Bureau of State Highways** in Norwich, CT by calling: 860-823-3230.

5. **Zoning Permit:** A site plan, in compliance with Article IV, Section 3 of the Woodstock Zoning Regulations, is required for all new construction and additions which increase or change the area occupied by the buildings on the lot. An A-2 Survey plot plan may be required, especially for non-conforming lots. **Submit a complete application, the NDDH approval along with the zoning permit fees.**

**NOTE:** If part of an approved or conditionally approved subdivision, please obtain a copy of the approved mylar map from the Town Clerk.

**Fee:** Please see the "Ordinance Establishing Individual Cost-Based Fees for Municipal Land Use Applications" which became effective on September 12, 2009.

Town Planner / ZEO Phone: 860-963-2128 ext. 332

6. **Building Permit:** Building Plans should include the following information:  
FOUNDATION PLAN, ELEVATIONS, CROSS SECTION, FLOOR PLAN WITH WINDOW & DOOR SIZES  
Call Terry Bellman, Building Official at (860) 928-1388

**NOTE:** Commercial, Industrial, Institutional & Multi-family Housing applications require a CT Registered Architect or Engineer's seal on the plans.  
Submit an extra set of plans for the Fire Marshal to review.

## 7. BUILDING FEES:

**Step 1:** To calculate estimated cost, the amounts below are multiplied by the square footage:

Dwelling		Barns & Sheds	\$10.67
(Living Space)	\$84.00	Deck	\$13.37
Garage – attached	\$17.34	Porch – Enclosed	\$22.67
– detached	\$20.00	– Covered	\$17.33
Basement Renovation	\$22.66	Pool – In-ground	\$20.00
		– Above-ground	\$13.37

**Other:** Electrical, Roofing, Woodstoves, & anything w/o a clear size = \$7.50/\$1,000 estimated cost

**Minimums:** Structures and Other: \$10.00 Pools: \$25.00

**Step 2: Calculate Fee:** multiply your estimated cost (from above) by 0.0075 to calculate the Building Permit Fee

**Step 3: Add Education / State fee:** 0.22 / \$1,000 cost = Total Building Fee  
(above calculation does not include zoning permit fees)

# Is My Lot Buildable?

To determine that a lot is buildable for residential purposes:

You must:

**1. Apply for and receive approval for a septic system and well from the Northeast District Department of Health (NDDH).**

- You can contact NDDH at 860-774-7350 or visit them at their office:  
69 South Main Street  
Brooklyn, CT 06234

**OR**

- Meet with the NDDH representative on the morning of the 1<sup>st</sup> or 3<sup>rd</sup> Wednesday of the month in the Woodstock Town Hall from 10 a.m. – 11:30 a.m.

**2. Illustrate that you can meet the Current Standards**

- Minimum Zoning Setbacks from property lines (depends on the lot size and width)
  - For information contact Delia P. Fey, AICP Town Planner / ZEO Building Department, Woodstock Town Hall  
Phone: 860-963-2128
- Minimum Setbacks from the property line for the septic system and well (depends on the lot size).
- Illustrate how you will **not** be conducting work within the Upland Review Area as established in the Inland Wetlands and Watercourses Regulations **OR** apply for and receive approval from the Inland Wetlands and Watercourses Agency to conduct regulated activities.
  - For information Contact Terry Bellman, Authorized Wetlands Enforcement Agent  
Building Department, Woodstock Town Hall  
Phone: 860-928-1388

Note: For information on *Non-conforming Lots of Record* see the **Woodstock Zoning Regulations, Article 1, Section 9: Nonconforming lots.**

**Woodstock Zoning Regulations:**

Copies are available in the Building Department for a small fee. **OR** free online at:  
<http://www.townofwoodstock.com/PDF/zoningregs2005.pdf>

- To determine whether a particular lot is 'buildable' for a non-residential use, please speak with Delia P. Fey, Town Planner / Zoning Enforcement Officer.