

STEPS TO FOLLOW IN APPLYING FOR A BUILDING PERMIT

TOWN OF WOODSTOCK, CT

860-928-1388 Ext. 328

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, Woodstock Town Hall

IWWC Regular meetings are held: 1st Monday of the month, (holidays may change schedule). Site Plan MUST show the Erosion & Sediment Control Measures.
Fee: \$35.00 Residential Use + \$60 State Fee
Wetlands Enforcement Agent: Dan Malo 860-928-6595 ext. 332
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, 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" as amended.
 - Zoning Enforcement Agent – Dan Malo 860-928-6595 ext. 332
6. **Building Permit:** Building Plans should include the following information:
FOUNDATION PLAN, ELEVATIONS, CROSS SECTION, FLOOR PLAN WITH WINDOW & DOOR SIZES. Contact Paul Feige, Building Official or Cindy Bellerose, Administrative Assistant for fee schedule or any questions at 860-928-1388 ext. 328

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.