



TOWN OF FARMINGTON

DEPARTMENT OF PUBLIC WORKS & DEVELOPMENT SERVICES

Russell M. Arnold Jr., P.E.
Director/Town Engineer
(860) 675-2305

BUILDING, ENGINEERING, PLANNING & ZONING DIVISIONS

Building Division
860-675-2315

Planning and Zoning
860-675-2325

“NEW” RESIDENTIAL CONSTRUCTION PROCESS

YOU WILL NEED THE FOLLOWING:

1. Completed Building Permit Application <https://farmingtonct.viewpointcloud.com>
2. Home Improvement License and form of identification unless you are the homeowner.
3. A Certificate of Insurance showing worker's compensation or complete State Worker's Compensation Form 7A, 7B or 7C provided by the Building Division on application.
4. One Digital Copies of house plans and survey uploaded to the application. Please have two (2) sets of house plans and survey plans brought to the office. Plot plan approval information on [Pgs 2-3](#).
5. Documentation, such as a REScheck, showing 2021 International Energy Code Compliance.
6. If the property will be on Well/Septic, please contact Farmington Valley Health District for further information – 860-352-2333 (www.fvhd.org)
7. Knowledge of CBYD (www.cbyd.com) protocol in accordance with CT State Agencies §16-345-6

BUILDING PERMIT COSTS:

\$15.00 per \$1,000 or any part of \$1,000 based on entire job cost.

\$60.00 Zoning Fee

\$15.00 Cert. of Occupancy Fee

Sewer Assessment / Sewer Connection Fee – to be determined by Engineering Division if applicable

BEFORE CALLING FOR INSPECTIONS: 24 Hr Notice for all Inspections:

General Contractor MUST call for inspections.

- **Rough Inspection:** Tradesmens' permits must be pulled and work completed. See Building Inspection Checklist on [Page 4](#).
- **Final Inspection:** Call Building Division *after* Planning & Zoning/Engineering Divisions have received As-Built and inspected residence. See As-Built Information on [Page 5-6](#).
- A Certificate of Occupancy will be issued after final inspection approval from all divisions.



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PLOT PLAN APPROVALS “NEW CONSTRUCTION”

The following items must be shown on proposed plot plans prior to review by the Town of Farmington Engineering and Planning Divisions.

- 1) Two (2) copies of the plot plan must be submitted at time of application.
- 2) Both copies of the plan must have an A-2 certification by a licensed registered land surveyor, within the State of Connecticut, with an embossed seal on each print.
- 3) Show house on lot with distances from front and side property lines (and rear, when applicable). Also show lot area and dimensions; for regulated front, side, and rear yard setbacks. Call Planning Division to confirm dimensions. House dimensions should be shown, and orientation of building on plot plan must agree with what is shown on the building plans.
- 4) Show delineated wetlands boundary and all watercourses where applicable. Show dimensions to any structures within 30 ft of a wetlands boundary. Wetlands boundaries must be clearly marked in the field and protected from construction activity. Method of protection should be shown on the plan, and must be installed and inspected prior to issuance of building permit.
- 5) Show conservation easement boundaries where applicable, and indicate all pin locations and dimensions. Label dimensions from the conservation easement to the structure. Conservation easement boundaries must be clearly marked in the field and protected from construction activity. Method of protection should be shown on the plan, and must be installed and inspected prior to issuance of building permit.
- 6) Where projections from the house such as decks, windowsills, cornices, bay windows, chimneys and roof overhangs are within five (5) feet of a regulated yard setback, a separate dimension should be given from the property line to the projection.
- 7) Where applicable, show all accessory structures. Where the structure is within five (5) feet of a required setback, show dimensions from the property line to the structure.
- 8) Where the frontage measured at the front property line is less than that required by the zone in which the property is located, indicate the length of the frontage as measured at the required front building line.
- 9) Show existing contours (2' intervals) for the site, and label proposed contours and/or spot elevations.



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PLOT PLAN APPROVALS – NEW CONSTRUCTION (CONT'D)

- 10) Driveways must be shown on the map with a note stating there will be a paved apron to the street line. For driveways with slopes greater than 10%, show spot elevations (one spot every 20 ft) along the centerline of the driveway in critical areas. In no instance shall driveway grades exceed 14%.
- 11) Show construction tracking pad, minimum 10 ft wide and 50 ft long, and all erosion and sedimentation controls. These measures must be installed and inspected prior to the issuance of a building permit.
- 12) Label proposed elevations for top of foundation, basement floor, and garage floor.
- 13) Show location of Subsurface Sewage Disposal area or 6" diameter sanitary sewer lateral. For sewer lateral, indicate size, slope, and elevations at both the house and street. Minimum slope of lateral must be 2% and minimum cover over lateral must be at least 3.5 ft, otherwise 2" rigid styrofoam insulation on top and sides of pipe is required (this detail must be shown on the plan). A sewer permit is required for all sewer connections.
- 14) Label 4" diameter footing drain with elevations at the house and outlet. If the footing drain cannot be a gravity line, a sump pump must be labeled on the plan, and the following elevations labeled: footing drain inlet, sump outlet through foundation wall, and outlet in yard. Dry wells should be avoided. A road cut permit is required to connect a footing drain to a catch basin.
- 15) Show location of well or water service for the dwelling. For water service, show size and location from the main in the street to the structure.
- 16) Show location of all underground utilities (ex. telephone, electricity, and cable) from the street to the dwelling.
- 17) If a proposed retaining wall is over 4 ft high, calculations by a licensed professional engineer, within the State of Connecticut, must be submitted.
- 18) A house number will be assigned when the plot plan is approved by the Engineering Division. The applicant shall affix temporary markers identifying the lot during the construction phase.



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BUILDING, PLANNING & ZONING DIVISIONS

Building Division
860-675-2315

Building Inspection Checklist REQUIRED

FOOTINGS:

Excavation & Forms – Prior to concrete

FOUNDATION WALLS:

Structural Rebar
Prior to Concrete
Water Proofing
Exterior Drains
Prior to Backfill
Slab – Vapor Barrier (10 mil)

UTILITY CONSTRUCTIONS:

Electric Service
Gas Service (air test)

ROUGH TRADES:

Framing - Prior to Insulation
Electrical – Prior to Insulation
Plumbing – Prior to Insulation
HVAC– Prior to Insulation
Insulation – Prior to Sheetrock
Fireplace Smoke Chamber

MECHANICALS:

Ceiling and Rooftop Prior to Suspended Ceiling

FIRE PROTECTION:

200 lb. Hydrostatic Test Prior to Suspended Ceiling

FINAL INSPECTIONS:

Zoning – After As-Built submitted
Engineering
Fire Marshal
Building Official

FINAL - SUBMITTALS:

“As-Built” Site Plan with all Utilities Located
Insurance Underwriters' Approved Sprinkler Shop
Drawings
Flame Spread Ratings
Architectural Certificate of Compliance
Engineer’s Certification (Steel and Mechanical)
Concrete Documentation
Residential Energy Check



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BUILDING, ENGINEERING, PLANNING & ZONING DIVISIONS

Christopher LaFrance
Building Official
860-675-2315

Shannon Rutherford
Town Planner
860-675-2325

AS – BUILT PLOT PLAN APPROVALS

The following items must be shown on as-built plot plans prior to inspection and approval by the Town of Farmington Engineering and Planning Divisions.

- 1) Two (2) copies of the as-built plot plan must be submitted prior to inspection.
- 2) Both copies of the plan must have an A-2 certification by a licensed land surveyor, licensed within the State of Connecticut, with an embossed seal on each print.
- 3) Show house on lot with distances from front and side property lines (and rear, when applicable). Also show lot area and dimensions to the nearest tenth; from regulated front, side, and rear yard setbacks. House dimensions should be labeled to the nearest tenth.
- 4) Show delineated wetlands boundary and all watercourses where applicable. Show dimensions to the nearest tenth, to any structures within 30 ft of a wetlands boundary.
- 5) Show conservation easement boundaries where applicable, and indicate all pin locations and dimensions to the nearest hundredth. Label dimensions to the nearest tenth, from the conservation easement to the as-built location of the structure.
- 6) Where projections from the house such as decks, windowsills, cornices, bay windows, chimneys and roof overhangs are within five (5) feet of a regulated yard setback, a separate dimension, to the nearest tenth, should be given from the property line to the projection.
- 7) Where applicable, show all accessory structures. Where the structure is within five (5) feet of a required setback, show dimensions to the nearest tenth, from the property line to the structure.
- 8) Where the frontage measured at the front property line is less than required by the zone in which the property is located, indicate the length of the frontage to the nearest tenth, as measured at the required front building line.
- 9) Show existing contours (2' intervals) for the site, and spot elevations around the foundation of the house.



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AS – BUILT PLOT PLAN APPROVALS (CONT'D)

- 10) Driveways must be shown on the map with a paved apron to the street line. For driveways with slopes greater than 10%, show spot elevations (one spot every 20 ft) along the centerline of the driveway in critical areas. If said apron is not installed, the Town may require a bond.
- 11) Label elevations for top of foundation, basement floor, and garage floor.
- 12) Verify location of Subsurface Sewage Disposal area or 6" diameter sanitary sewer lateral. For sewer lateral, indicate size, elevations at both the house and street, and slope. Minimum cover must be verified. If sewer lateral is insulated, limits of the 2" rigid Styrofoam insulation on top and sides of pipe shall also be shown.
- 13) Label 4" diameter footing drain with elevations at the house and outlet. If a sump pump was used, the following elevations must be labeled: footing drain inlet, sump outlet through foundation wall, and outlet in yard. Also, the pump must be installed in the sump hole with an accessible electrical outlet prior to inspection.
- 14) Verify location of well or water service for the dwelling. For water service, show size and location from the main in the street to the structure.
- 15) Verify location of all underground utilities (ex. telephone, electricity, and cable) from the street to the dwelling.
- 16) If a retaining wall is over 4 ft high, calculations by a licensed professional engineer must be submitted, if not already submitted.
- 17) House address (i.e. house number, not lot number) must be posted on site prior to inspection. Numbers must be legible from the street, in order for proper emergency response.
- 18) Shade trees shall be provided along the street at the rate of one per 50 ft on both sides of the right-of-way and located between the building line and 10 ft inside the lot line. New trees shall be not less than 2 - 2 1/2 inches in caliper, and shall meet all requirements of Zoning Ordinance 4.01.05. If tree(s) are not present at time of application of a Certificate of Occupancy, the town may request a landscaping bond.

05/2024