

# ***Do You Have Everything You Need Before You Apply For A Permit?***

- ▶ ***Planning & Zoning Approval***
- ▶ ***City Fire Marshall Approval:*** for everything other than one and two family dwellings and their accessory structures.
- ▶ ***Sewer Commission Department Approval:*** if the structure is on or going to be connected to public sewers.
- ▶ ***City Health Department Approval:*** for food establishments, connection to a septic tank, etc.
- ▶ ***Tax Clearance Certificate:*** No permit will be issued until a certificate has been obtained from the Tax Collector's Office.
- ▶ ***Worker's Compensation Certificate:*** proof of worker's compensation insurance certificate with the "City of Milford" as the certificate holder. (Or, if a homeowner, a worker's compensation affidavit form.)

***Please be sure that building permit applications are properly filled out in their entirety. If a person, other than the owner, applies for a building permit application, it must be signed on the back by the owner authorizing the applicant to do the proposed work. Where applicable, a State of Connecticut License/Registration number must be presented with your application.***

▶ ***In addition to any other requirements, the State of Connecticut Building Code requires the following information:***

- |  |                                     |
|--|-------------------------------------|
| ▷ <b><i>Application for Permit</i></b>         | ▷ <b><i>Description of Work</i></b> |
| ▷ <b><i>(2) Sets of Construction Plans</i></b> | ▷ <b><i>Site Plan</i></b>           |

***The Chief Building Inspector is allowed a period of 30 days to review all permits before issuance once all the proper information is provided.***

***Please Note: Permits cannot be mailed in. You must appear in person during permitting hours: 8:30-11:00 a.m., Monday-Friday.***