**Residential Construction Projects**

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**A GUIDE TO WESTON'S PERMIT PROCESS**

- **NO BUILDING PERMIT CAN BE APPLIED FOR WITHOUT A SIGN OFF BY *EACH* DEPARTMENT NOTED BELOW.**
- **OTHER THAN EXCEPTIONS LISTED UNDER THE HEALTH DEPARTMENT CATEGORY, ALL APPLICATIONS *WILL* REQUIRE WESTPORT/WESTON HEALTH DEPARTMENT APPROVAL PRIOR TO OTHER DEPARTMENTS' REVIEW.**
- **THESE DEPARTMENTS ARE NOT LISTED IN ALPHABETICAL ORDER AND NO ROUTING ORDER SHOULD BE THEREFORE ASSUMED, HOWEVER, THE ZONING OFFICER MAY REQUIRE CONSERVATION SIGN OFF PRIOR TO REVIEW OF AN APPLICATION.**
- **IN MOST CASES, APPLICATIONS MAY BE MADE TO SEPARATE DEPARTMENTS SIMULTANEOUSLY.**

**HEALTH DEPARTMENT APPROVAL:** This can be obtained by making an application at the Westport/Weston Health District, 180 Bayberry Lane, Westport—8:30AM-4:30PM (227-9571) or on Wednesday at Town Hall Annex from 10:30AM—12:00PM. Please bring 2 site plans showing existing structures, well and septic system, and all proposed structures. The health department may require an A-2 survey less than 10 years old. Bring bathtub and spa specs., if proposed, and 2 sets of building plans. The only exceptions to WWHD are the following:

1. Replacement of bathroom fixtures, in-kind/in-place. No increase in tub size.
2. Replacement of kitchen cabinets and fixtures, in-kind. No garbage disposal allowed. All wall change applications must come to WWHD.
3. Sheds less than 200 sq ft, with no footings, must be 5 ft away from any part of the septic system (tank & leaching). If there is a frost wall, the distance is 10 ft. Applicant must provide official WWHD septic system as-built drawing.
4. Pergola (arbor or trellis) only if it's NOT watertight. Same restrictions as shed with separation from septic system.
5. Rebuild of existing deck, in-kind/in-place, providing existing WWHD approval for deck is on file. No additional square footage.

**DRIVEWAY PERMIT (for new driveways/major construction):** Please contact John Conte, Town Engineer—24 School Road—Monday through Thursday, 9:00AM-4:30 PM to make an appointment (222-2680). Please bring a site plan showing proposed driveway and features within the road right-of-way and septic location. The Town Engineer may require an A-2 survey less than 10 years old. A $700 check is required, of which $660 is a bond, which will be returned upon approval of the work.

**CONSERVATION REVIEW:** Please contact the Conservation Planner, David Pattee, 24 School Road, Tuesdays and Thursdays, 9:00AM-4:30PM and Wednesdays, 9:00AM-2:30PM or by appointment (222-2681). The Conservation Planner will review the information provided. Please bring a site plan which delineates known wetlands and watercourses, and which shows existing features and general proposed features including structures, setbacks, grading, septic location, limit of disturbance and E&S controls. The conservation planner may require an A-2 survey less than 10 years old.

**FIRE MARSHAL APPROVAL:** Please contact the Fire Marshal's office—24 School Road—for an appointment. (222-2672). The Fire Marshal's office will review building plan information provided and within 5 working days of submittal, notify the applicant and Building Official in writing if the proposed project falls within jurisdiction of the State Fire Code.

**ZONING PERMIT:** Please contact Jim Pjura, Code Enforcement Officer. Office hours are Monday through Thursday 9:00 AM- 12:00 PM or by appointment. (222-2559). The Zoning Officer will review the information provided. Please bring a site plan showing all existing and proposed structures and setbacks, proposed grading, structures, limit of disturbance and E&S controls— (approved by Conservation, WWHD, and Historic District, if necessary). The Zoning Officer will require an A-2 survey and may require an A-2 survey less than 10 years old. A Lot Development Bond may also be required by Planning & Zoning for New Home construction in a subdivision (please call AnnMarie Fontana @ 222-2618 if you are unsure of this requirement).

**SOIL DISTURBANCE PERMIT:** (For deposit, regrading, excavation and removal of soil) Please contact Jim Pjura, Code Enforcement Officer. Office hours are Monday through Thursday 9:00 AM—12:00 PM or by appointment (222-2559). The Zoning Officer will review the information. Please bring a site plan showing existing and proposed topography, proposed E&S controls, and location of wetland areas, and the executed and notorized Disturbance of Soil Permit Certification form and the Clean Fill Certification form (if necessary). The Zoning Officer will require an A-2 survey and may require an A-2 survey less than 10 years old.

**TAX COLLECTOR DEPARTMENT:** Please contact Cathleen Neblett, Tax Collector, Monday through Friday, 9:00 AM—4:30 PM, or by appointment (222-2697 or 222-2696). Please bring the following information: the MAP, BLOCK, & LOT number and the street address for the property location as designated by the Tax Assessor.

**Please bring all of the above approvals with you when you make the application for:**

**BUILDING PERMIT:** Please contact Dominic Esposito, Building Official, Monday- Thursday, 9:00—11:30 AM, or by appointment. (222-2659). Please bring all necessary approvals, 2 set of building plans with structural information, the Model Energy Code (MEC) check, a letter of authorization from the owner, a copy of your current Home Improvement or New Home license, proof of workman's compensation coverage *and* general liability insurance.

**Permit applications are reviewed for code compliance in the order in which they were applied for and applicant will be notified by email or phone when permit is approved.**