



Building Department

A GUIDE TO WESTON'S PERMIT PROCESS Residential Construction Projects

- **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 ASPETUCK HEALTH DISTRICT 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 APPLICATON.**
- **IN MOST CASES, APPLICATIONS MAY BE MADE TO SEPARATE DEPARTMENTS SIMULTANEOUSLY.**

HEALTH DEPARTMENT APPROVAL: This can be obtained by making application at [Aspetuck Health District](#), 180 Bayberry Lane, Westport, CT (203-227-9571). 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 Health Department review 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 AHD.
3. Sheds less than 200 sq ft, with no footings, must be 5 ft away from any part of septic system (tank & leaching). If there is a frost wall, the distance is 10 ft. Applicant must provide official AHD 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 Larry Roberts, Public Works Director at 203-222-2662. Please bring a site plan showing the proposed driveway and features within the road right of way and septic location. The Public Works Director 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 Dr. Tom Failla - 24 School Road to make an appointment. (203-222-2681) The Conservation Planner will review the information provided. Please bring a site plan which delineates known wetlands and watercourses plan 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 (203-222-2672). 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 the jurisdiction of the State Fire Code.

ZONING PERMIT: Please contact Cheryl Vallerie, Code Enforcement Officer. Office hours are Monday through Thursday 9:00 am – 12:00 pm or by appointment. (203-222-2559). 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 and Historic District, if necessary. The Zoning Officer 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 (please call Felippo Scandizzo at 222-2618 if you are unsure of this requirement, especially if your property is in a subdivision.)

TAX COLLECTOR DEPARTMENT: Please contact Jen Morse, Tax Collector, Monday – Friday, 9:00 a.m. – 4:30 p.m., or by appointment (203-222-2697). 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 application for:

BUILDING PERMIT: 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. If you have any questions, please contact Building Department Monday - Thursday, 9:00 – 11:30 a.m., or by appointment - 203-222-2658.