

Town of Salem
Building Department

270 Hartford Road
Salem, CT 06420

Tel. 860-859-3873, Ext 240

Fax. 860-859-1184

RESIDENTIAL PERMIT APPLICATION FORM

Permit No.: _____

Type of Work

- New Construction
 Addition
 Alteration

Occupancy Type

- Single Family
 Two-Family
 Townhouse
 Accessory Structure

Permit Type

- Building
 Plumbing
 Mechanical
 Electrical CRS#: _____

Property Address: _____
(Number) (Street) (Unit)

Job Description: _____

Owner: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Telephone (_____) _____ - _____

Applicant: _____

DBA: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Telephone (_____) _____ - _____

Contractors - Complete the Following:

License Type: _____ License No.: _____ Expiration Date: _____

I hereby certify that the proposed work will conform to the State Building Code and all other codes as adopted by the State of Connecticut and the Town of Salem **and further attest that the proposed work is authorized by the owner in fee and that I am authorized to make application for a permit for such work as described above.**

- By checking this box, I will follow the requirements of the 2011 NEC as the alternative compliance per section E3301.2.1 of the Residential Code, instead of the electrical requirements in chapters 34 through 40 of the Residential Code.

Owner /Agent Signature: _____ Date: _____

Construction Value

Building Value: \$ _____

Plumbing Value: \$ _____

Mechanical Value: \$ _____

Electrical Value: \$ _____

Total Value: \$ _____

Permit Fees

Building Fee: \$ _____

Plumbing Fee: \$ _____

Mechanical Fee: \$ _____

Electrical Fee: \$ _____

Penalty Fee: \$ _____

C of O Fee: \$ _____

Plan Review Fee: \$ _____

State Ed Fee: \$ _____

Total Fee: \$ _____

Residential Permit Requirements Checklist

This list is to be used as a guide only and is not all-inclusive, additional information may be required for your particular project. Two complete sets of construction documents required.

Provided	Not Applicable	Item
Supporting Documentation		
		Completed, signed and dated Building Permit Application
		Completed worker's compensation affidavit for property owners or sole proprietors or copy of workers compensation insurance
		Copy of Contractor Registration or license
		Construction permit sign-off sheet signed by all departments
		Documentation showing compliance with the Energy Conservation Code (www.energycodes.gov) or Chapter 11
		Street address of project on all drawings and documents
Wind Limitations Criteria		
		Documentation showing compliance with the requirements for construction in 110 mph wind zone
		Design publication identified; WFCM-2001, chapter 2; WFCM-2001, chapter 3; SSTD 10-99; ASCE 7-02, AISI, COFS/PM
Site Plan		
		Property lines
		Distance from property to structure
		Structure dimensions
		Driveway
		Topography (existing and proposed)
		Footing drain inverts, outlet and separation
		Proposed utilities
		Wetlands and flood zone limits and elevation
		Septic system shown and located on the plan
		Well and piping shown and located on the plan
Foundation Information		
		Assumed soil bearing pressure
		Dimensions
		Wall thickness
		Footing sizes
		Frost protection
		Foundation anchor type, size, locations
		Window and door sizes and locations
		Hatchways
		Columns
		Drainage details
		Waterproofing details
		Crawl space ventilation size and location
		Crawl space access size and location
		Concrete strengths
Floor Plan Information		
		Dimensions
		Door and window sizes, egress window
		Glazing in hazardous locations
		Garage/dwelling opening protection
		Garage/dwelling separation
		Kitchen layout
		Bathroom layouts, tub sizes in gallons, space clearances
		Indicate use of all rooms
		Stair location
		Attic access location and size
		Square footage for each habitable level of the structure
		Required light and ventilation for each habitable room
Elevations		
		Type of siding
		Roofing
		Other finishes
		Finish grades
		Building heights
		Height of chimney above roof
		Roof pitch

Provided	Not Applicable	Item
Building Section & Details		
		Floor-to-floor heights
		Material type, size, and spacing
		Stair details (rise, run, treads, nosing, width, headroom)
		Handrail details
		Guardrail details
		Roof ventilation
Framing Plans		
		Design loads – for floors, ceilings, roofs
		Bearing partitions identified on the plan
		Direction of framing
		Spans, beam
		Wood species and grade
		Framed openings
		Wall framing size and spacing identified
		Sheathing type and thickness
		Window and door header sizes
		Decking material, size, spacing
		Engineering data for engineered lumber (LVL's and I-joists)
		Framing plan for engineered lumber
		Engineering data for steel beams, signed and sealed by a CT registered design professional
		Engineering data for trusses, signed and sealed by a CT registered Professional Engineer
		Note: Unusual structural conditions may require that additional engineering back up be submitted
Chimneys & Fireplaces		
		Clearances to combustible materials
		Manufactures data for metal flues
		Exterior fresh air source for fireplaces
		Flue sizes
		Manufacturers data and installation instructions for metal fireplaces
Electrical Information		
		Panel location(s) with main size
		Meter socket location
		GFCI outlet locations
		Smoke detector locations
		Lights and switches
Mechanical Information		
		Dryer vent
		Bathroom exhaust ventilation (natural or mechanical) type and size
		Hood exhaust
		Type of heat (oil, electric, gas)
		Heating, ventilation, and air conditioning plant location
		Oil tank size, location, and piping
		LP-Gas tank location, size, and piping
		Combustion air requirements
		Manufacturers data for equipment
		Heat loss, Heat gain calculations
Plumbing Information		
		Building trap location if on municipal sewer
		Sewer location
		Domestic water location
		Water heater size, type, and location
		Manufacturers data for whirlpools, corner tubs, & larger tubs