

PHONE:  
860.859.3873



## ACQUIRING A BUILDING PERMIT

### Salem Building Department

270 Hartford Road  
Salem, CT 06420

Monday and Thursday:  
3:00 - 7:00 PM

\*Officials: Building, ZEO/WEO,  
Fire Marshal hours:

Monday & Thursday  
5:00 to 7:00 PM

**Building Official:** Ext. 240

**Building Department Administrative Assistant:**  
Ext. 250

**Zoning & Wetlands Enforcement Officer:**  
Ext. 260

**Administrative Assistant to the:**  
Planning & Zoning Commission  
Inland Wetlands & Conservation Commission  
Zoning Board of Appeals  
Ext. 100

**Fire Marshal & Public Works Director:**  
Ext. 120

**Town Planner:**  
Richard Serra 860-889-2324  
SECCOG

**Sanitarian:**  
**Contact:**  
UNCAS Health District  
401 West Thames Street Suite 106  
Norwich, CT 06360  
860-823-1189

**\*FEES:**  
All fee schedules are posted  
in the Building Department.

**Most projects, construction, and installations (including roofing, siding, window and door replacement, pools, sheds, and decks) require a Building Permit. Contact the Building Department Clerk to determine if your project requires a permit. To apply for a Building Permit you will need:**

1. An application for a Building Permit. [You may also need a Zoning Permit, Septic Permit and/or Inland Wetlands Permit depending upon the project.]
2. A Plot Plan to show where on the property you plan to build. The building, well, septic, setbacks, and any wetlands should be located on the Plot Plan.
3. The construction plans to show how you plan to build your project.

**PROCEDURE:**

1. Come into the Building Department to pick up your application forms and talk to the Building Department Administrative Assistant about your specific project. A Plot Plan of your property may already be on file showing the location of the well, septic, etc.
2. The Health District, Wetlands, and Zoning requirements are the first that you may need to satisfy. Make sure to talk with these departments early in the process as their requirements may influence your design and timetable. If you need to apply for a Variance from the Zoning Board of Appeals, this process will take at least two (2) months. Please allow adequate time.
3. Submit your completed applications to the Building Department including all plot plans and building plans (two (2) sets of each). Your application should be processed within thirty (30) days.
4. After your Building Permit has been issued, you may begin construction. Call the Building Department Administrative Assistant to schedule required inspections.

**It is your responsibility to schedule the required inspections (minimum of 48 hours notice):**

Footings - prior to pouring concrete	Fireplace Throat
Backfill - footing drains/waterproofing	Fireplace Final
Rough Framing	Chimney - one flue above thimble
Rough Electrical	Fire stopping/draft stopping
Electrical Service/inc. trench for buried	Insulation - prior to sheet rocking
Rough Plumbing and leak test	Pool bonding
Gas piping - pressure test/installation	Final Inspection
Rough HVAC	C/O ( <u>PRIOR</u> to use or occupancy)

**BUILDING DEPARTMENT**

The Building Official reviews the building plans for technical compliance with the Building Code and performs the required inspections during construction.

A Certificate of Occupancy (C/O) is your assurance that your construction is in substantial compliance with the structural and safety requirements of the Building Code.

A homeowner (one-family; owner occupied) can apply for a Building Permit for his/her own property and complete any part of the project. All hired contractors must have the appropriate State licenses or registrations. We advise that any contractors that you hire take out their own permits.

Building inspections are scheduled by the Building Department Administrative Assistant and are conducted between the hours of 6:30 am and 7:30 am weekdays. A minimum forty-eight (48) hours’ notice is requested. [One (1) week notice is requested for new construction C/O inspections]. Each project may have its own schedule of inspections. Check with the Building Department Clerk when you apply for your permit.

**UNCAS HEALTH  
DISTRICT**

The Town of Salem is a member of the Uncas Health District. The Health District inspects restaurants, other food service establishments, wells, and septic systems to insure compliance with the Public Health Code.

The Connecticut Public Health Code requires property owners to demonstrate that their property contains a suitable septic system repair area before a Building Permit can be approved. In addition, all building additions, accessory structures, and pools must be located the required distance from the existing septic tank and leaching fields. The purpose of these requirements is to protect your existing septic system and to insure that properties do not become overdeveloped to the point where a septic system repair or expansion would be hindered or limited.

**PLANNING AND ZONING**

The Zoning Regulations regulate property uses and the locations of structures.

Zoning setbacks specify how far from the property lines structures can be built. The Zoning Enforcement Officer uses the Zoning Permit application plot plan to determine if the proposal meets the required setbacks and if the use of the proposed structure complies with those uses allowed within that zone.

An “As-Built” plan is required to be submitted to determine zoning compliance prior to issuance of a Certificate of Occupancy.

The general setbacks in Residential Zones are:

Lots w/200 ft. frontage on a road:

Front/Rear Yards	50 ft.
Side Yard	25 ft.

Rear lots:

Front/Rear/Side Yards	50 ft.
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Please review the Zoning Regulations for any special setbacks for the zone in which your parcel is located. The regulations may be found on the Town website: [www.salemct.gov](http://www.salemct.gov) under Boards and Commissions - Planning and Zoning Commission.

When compliance with these setbacks, or other requirements of the Zoning Regulations, presents a hardship (other than financial), a Variance may be requested from the Zoning Board of Appeals. The Planning and Zoning Commission Administrative Assistant can assist you with this application.

**INLAND WETLANDS**

Inland wetlands are important for many reasons, including: recharging ground water, purifying storm water, providing wildlife habitat, storing water to diminish flooding, and maintaining stream flow.

The Inland Wetlands and Conservation Commission must balance the preservation of wetlands with the plans of applicants to develop their property. Applicants must also balance the use of their property with the need to limit wetland encroachment.

If your project involves activities within a wetland or watercourse, you must make application to Salem's Inland Wetlands and Conservation Commission for a permit for regulated activity. The Inland Wetlands and Conservation Commission Administrative Assistant can assist you with this application.

The Commission also regulates activities within an upland review area, which is the distance of seventy-five (75) ft. from any inland wetland or watercourse. Any construction activities within this limit also require a permit.