

Town of Salem
Building Department

270 Hartford Road · Salem, CT 06420

Tel: 860-859-3873, Ext 240 · Fax: 860-859-1184 · E-mail: building@salemct.gov

COMMERCIAL PERMIT APPLICATION FORM

Permit No.: _____

Type of Work

- New Construction
- Addition
- Alteration
- Change of Use

Occupancy Classification

- | | | | | | |
|------------------------------|-------------------------------------|------------------------------|------------------------------|------------------------------|--------------------------------|
| <input type="checkbox"/> A-1 | <input type="checkbox"/> B | <input type="checkbox"/> H-1 | <input type="checkbox"/> I-1 | <input type="checkbox"/> R-1 | <input type="checkbox"/> S-1 |
| <input type="checkbox"/> A-2 | <input type="checkbox"/> B, Medical | <input type="checkbox"/> H-2 | <input type="checkbox"/> I-2 | <input type="checkbox"/> R-2 | <input type="checkbox"/> S-2 |
| <input type="checkbox"/> A-3 | <input type="checkbox"/> E | <input type="checkbox"/> H-3 | <input type="checkbox"/> I-3 | <input type="checkbox"/> R-3 | <input type="checkbox"/> U |
| <input type="checkbox"/> A-4 | <input type="checkbox"/> F-1 | <input type="checkbox"/> H-4 | <input type="checkbox"/> I-4 | <input type="checkbox"/> R-4 | <input type="checkbox"/> Mixed |
| <input type="checkbox"/> A-5 | <input type="checkbox"/> F-2 | | <input type="checkbox"/> M | | |

Construction Type

- Type IA
- Type IB
- Type IIA
- Type IIB
- Type IIIA
- Type IIIB
- Type IV
- Type VA
- Type VB

Permit Type

- Building
- Plumbing
- Mechanical
- Electrical
- CRS#: _____

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

Job Description: _____

Owner: _____ **Tenant:** _____
Address: _____ Address: _____
City/State/Zip: _____ City/State/Zip: _____
E-mail: _____ E-mail: _____
Telephone: (_____) _____ - _____ Telephone: (_____) _____ - _____

Applicant: _____
DBA: _____
Address: _____ E-mail: _____
City: _____ State: _____ Zip Code: _____ Telephone (_____) _____ - _____

Contractors - Complete the Following:

License/Registration Type: _____ License/Registration 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.***

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: \$ _____

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Construction Document Submission Requirements

- Two sets of construction documents including site plan
- Construction permit sign-off sheet
- Copy of contractor license/registration
- Special inspection form completed
- Independent structural review for structures that exceed the Threshold limits
- Registered design professional stamp and signature on all construction documents for new construction, alteration, repairs, expansion, addition or modification of any building containing five thousand (5,000) square feet of total area or more. All assembly, educational, institutional, high hazard, transient residential shall be stamped and signed by a registered design professional. Also all business, factory and industrial, mercantile, moderate and low hazard storage, having three stories or more or exceed 30,000 square feet total gross area, and non-transient residential dwellings having more than 16 units or 24,000 square feet total gross area per building.
- The fire resistance rating of all structural elements are designated on the plans, including details.
- Penetrations for electrical, mechanical, plumbing and communication conduits, pipes and systems for buildings more than two stories in height shall be indicated
- Means of Egress – show in sufficient detail the location, construction, size and character of all exits, together with the arrangement of aisles, corridors, passageways and hallways leading thereto
- The design loads and other information pertinent to the structural design shall be clearly indicated for all parts of the structure. This shall include floor loads, roof loads, snow loads, wind loads and earthquake design data and any other special loads
- Soils report prepared by a registered design professional describing the soil in the ultimate load-bearing strata, including sufficient data to establish its character, nature and load-bearing capacity
- Design loads identified on the documents, Ground snow load = 30 psf; Basic wind speed = 115 mph, 3 second gust; MCE Spectral Acceleration $S_s = 0.255$, $S_1 = 0.0078$

Fire Protection Systems

- Fire Protection System drawings shall include information on the contents, occupancy, exposure to any hazard, extent of system coverage, suppression system design criteria, supply and extinguishing agents, location of any standpipes
- The location and method of operation of detection and alarm devices

Electrical Systems

- Electrical drawings shall show the location and capacity of all lighting facilities, electrically operated equipment and electrical circuits required for all service equipment

Mechanical systems

- Mechanical construction documents shall show in sufficient detail all applicable features and clearances of the appliances and systems, including: size and type of apparatus; construction of flue, stack or chimney; stack connections; type of fuel; method of operation; and the method of compliance with all regulations for the class and type of equipment installed
- State inspection may be required for boilers and hot water heaters (C.G.S. Sections 29-231 through 29-249)

Plumbing systems

- Plumbing construction documents shall show in sufficient detail the layout and spacing of fixtures; the size, material and location of all building and storm sewers and drains; and the soil, waste, vent and water supply piping
- Diagrammatic elevations of the soil, waste, vent and water supply lines with traps and valves, and the location and size of the public sewer or other disposal system

Elevators and Conveying Systems

- Construction documents shall show in sufficient detail and indicating the location of the machinery room and equipment to be installed, relocated or altered; and all supporting structural members, including foundations
- The construction documents shall indicate all materials to be used and all loads to be supported or conveyed
- State permit and inspections are required (C.G.S. Sections 29-191 through 29-200)