

REQUIREMENTS FOR NEW SINGLE FAMILY BUILDING CONSTRUCTION AND BUILDING ADDITIONS

Town of East Lyme Building Department
108 Pennsylvania Avenue
PO Box 519
Niantic, CT 06357
Telephone: (860) 691-4114 Fax: (860) 691-0351

1. **BUILDING PERMIT REQUIREMENTS** - Applications shall include the following:
 - A. Application form completed legibly in ink and signed by property owner or owner's agent.
 - B. Two (2) copies of proposed building plans.

Plan will include:
 1. Floor and foundation plans
 2. Typical wall section, elevations
 3. Plans must include proof of compliance with Model Energy Code.
 4. All engineered items (Trusses, LVL beams, etc.) must be accompanied by specifications showing proof of compliance with all applicable codes.
 5. Site plan must include topography and site drainage information.
 - C. Permit fees are based upon area of improvements and should include all mechanical permits and costs. Plumbing, heating and electrical permit applications shall be submitted prior to start of any mechanical work.
 - D. Copy of Workers Compensation Certificate or Affidavit
 - E. Building permits are subject to approvals from several other departments some departments may or may not require separate permits and or information. For example:
 - a. Taxes must be current.
 - b. Zoning department must sign application approval. (See permit requirements page 2)
 - c. Wetlands /Conservation review may be required.
 - F. Please note that Certificate of Occupancy approval from the Zoning Official and Health Department can be obtained prior to the Building Official's final inspection to aid in speeding up the Certificate of Occupancy process
 - G. If the property is served by a septic system, please submit a copy of all plans to the Ledge Light Health District, located on the upper level of the Town Hall.

2. **ZONING PERMIT REQUIREMENTS:**

Application form shall include the following:

- A. Application form completed legibly in ink and signed by property owner or owner's agent.
- B. SITE PLAN showing distances from proposed addition or new structure to all property lines and location of all existing buildings or structures.
- C. Permit Fee is based on type of project, See Fee Schedule.
- D. A copy of any recorded variance, Inland Wetlands Permit or Floodplain Development Permit (if required).
- E. If the property is located in certain beach districts, the Town needs authorization from the Association Zoning Officer prior to accepting your permit application.

Crescent Beach Wayne Blair 739-5152
Giants Neck Beach Joe Smith 739-2228
Black Point Beach Michael Mullin 739-1848 or Cell 860-912-3447

3. **ENGINEERING DEPARTMENT REQUIREMENTS:**

Town of East Lyme Right of Way Permit from the Engineering Dept.

The Town Right of Way is the land owned by the Town located between homeowner's front property line and the edge of the road, and the roadbed itself. The distance from the edge of the road and front property line varies, but is normally 10 to 15 feet.

A Right of Way Permit is required for but not limited to:

1. Any work performed in the Town Right of Way.
2. New house construction.
3. New or modified driveway.
4. Underground Utility work in the Town Right of Way (electrical, sewer, water, drainage, etc.)
5. Planting or installing anything in the Town Right of Way
6. Any other activity deemed by the Town Engineer to affect the Right of Way Permit.

Applications and instructions are available in the Engineering and Land Use offices.

The permit is free, but a bond may be required. Please submit the application and supporting documents as soon as possible so that the Engineering Department will have adequate time to process your permit.

A State Department of Transportation Right of Way Permit is needed when work is done on a State Road (Route 1, Route 156, or Route 161). An East Lyme Right of Way Permit is not required on these roads.

This permit is available in the Engineering and Land Use offices. Questions should be directed to the Connecticut Department of Transportation. (860) 823-3230

- Permits and other information are available from www.ct.gov/dot

- Click on Permits on the Left.

- Click on Encroachment Permits under the Highway section.

4. **BUILDING INSPECTION SCHEDULE**

The following is a list of required inspections, other than the special inspections require by Chapter 17 of the IBC and BOCA Codes.

It is the property owner and/or contractors responsibility to schedule inspections. All inspections require at least 24 hours notice.

MORE TIME MAY BE NEEDED DURING TIMES OF HIGH DEMAND.

The intent is to have all building systems inspected before they are covered by other building components, rendering them impossible to inspect.

Please contact the Building Official to discuss inspection requirements for items not mentioned here, such as underground tanks, sewer injectors, etc. Also refer to Sections R109, P2503, E3303, and G2417 of the 2003 IRC, and Section 109 of the 2003 IBC, Sections 107 of the 2003 IPC and 2003 IMC.

Gas logs, gas ranges, unvented and vented gas heaters, fireplace, etc. – Inspections required on appliance and piping – test must be on pipes and witnessed by inspector – pipes must be labeled.

Retaining Walls – Upon placement of each level of reinforcement, prior to cover.

Footings – When forms and required reinforcement are in place. Porch and deck piers can be done at this time or at a later date. Piers must rest on virgin soil.

Foundation – When forms and required reinforcement are in place. This inspection is not required when there is no required reinforcement.

Underslab – Items such as rough plumbing, radiant heat, etc. must be inspected prior to cover by basement floor or other concrete slab.

Backfill – When footing drains and foundation coating is complete, prior to backfill.

Framing – When framing is complete, prior to installation of siding and roofing. Electrical, plumbing, and mechanical inspection can be done at this time.

Rough Plumbing – When rough plumbing is complete, framing repaired. Water test only on DWV. Water or air test on water supply.

Rough Electrical – When rough electrical is complete, including installation of nail plates, connections in boxes (without devices). May also include electrical service.

Electrical Service – Upon installation of meter socket and panel.

Electrical Service Trench – Prior to backfill of trench.

All items, which will be covered by building finish, must be inspected prior to installation of finish.

Insulation – Prior to start of drywall.

Final – When structure is ready for Certificate of Occupancy.

**Permits must be obtained prior to start of work.
No inspections will be conducted on work without approved
permits.**

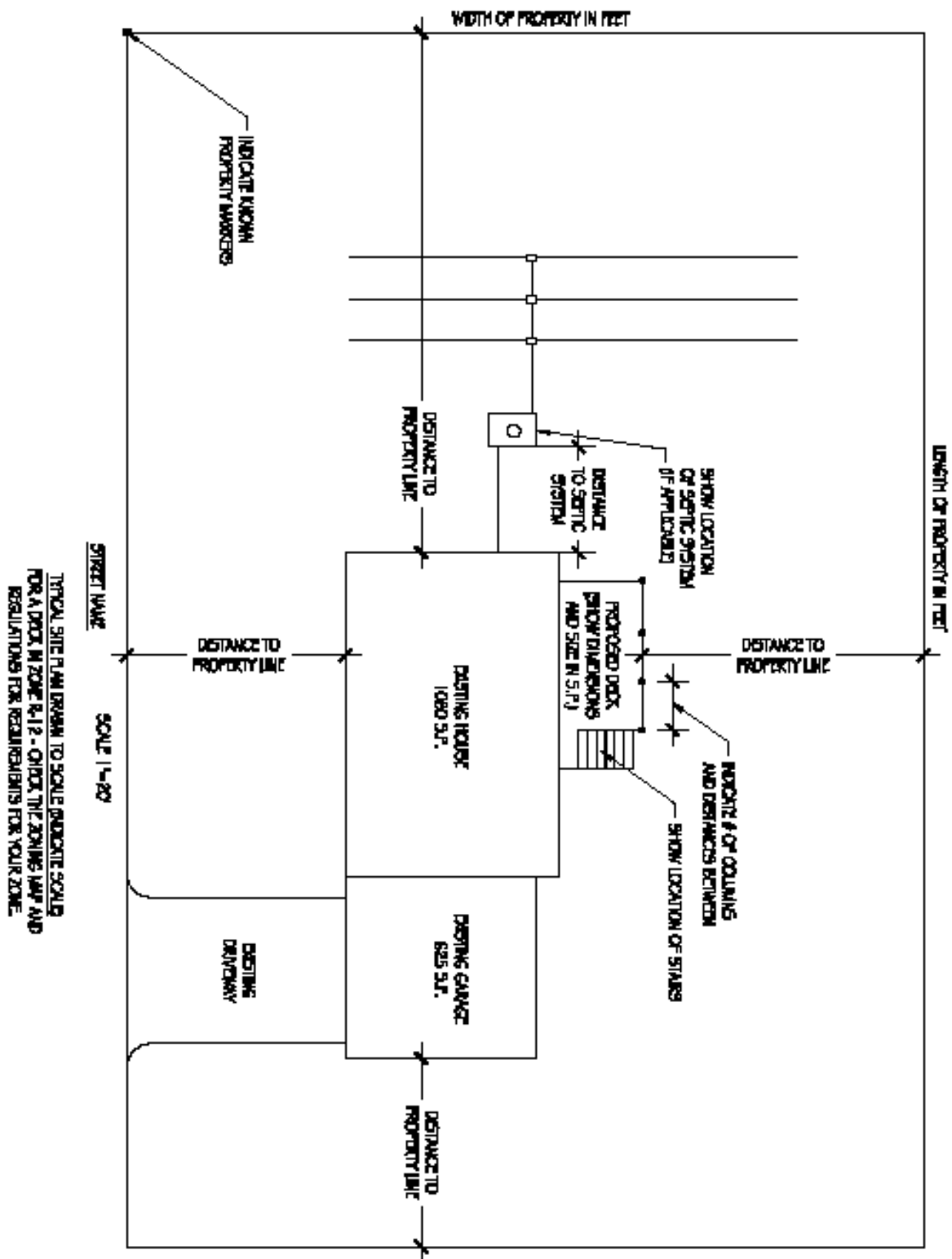
Ledge Light Health District

A Beacon for Public Health Leadership and Partnerships

The Ledge Light Health District (LLHD) Environmental Health Division is responsible for the following services. Please refer any questions, concerns or requests for service to a LLHD Sanitarian at 448-4882.

1. **Parcels Infrastructure (septic and wells)**
 - a. Any parcel served, or to be served, by onsite subsurface sewage disposal (septic systems)
 - i. Soils testing (test pits, percolation tests, hydraulic analysis, groundwater monitoring, ledge profiling)
 - ii. Plan reviews {subdivision, lot line changes, additions, change in use, accessory structures, new building lots, septic repair/alterations)
 - iii. Inspections/site visits re: subsurface sewage disposal systems
 - iv. Requests for parcel data regarding subsurface sewage disposal systems (as-builts, inspections records, soil testing, complaints, etc)
 - b. Any parcel served or to be served by **private well (s)** for drinking, irrigation or geothermal use
 - i. See Section a (ii and iii)
2. **Foodservice Establishments**
 - a. Any proposed new facility (Restaurants, Cafes, Convenience Stores, Bars, Bakeries, Caterers, Farmers Markets, Temporary Events and Food Vendors) or renovation or change in ownership of an existing facility.
 - b. Food Safety training requests for any food service employee of facility.
3. **Cosmetology**-Establishments proposing, currently conducting, changing ownership of or renovating facilities that conduct the cutting, styling, dying, washing or chemical treatment of hair, manicures and/or pedicures.
4. **Daycares**- Establishments proposing, currently conducting, changing ownership of or renovating facilities that provide supplementary care for children as a Family Daycare, Group Daycare Center or Day Care Center.
5. **Pools**- Establishments proposing, currently conducting, changing ownership of or renovating facilities that provide swimming, wading, whirlpools or other such bathing water facilities.
6. **Lodging**- Establishments proposing, currently conducting, changing ownership of or renovating facilities that provide the services of a hotel, motel, bed and breakfast or other similar overnight lodging facility.
7. **Group Homes**- Establishments proposing, currently conducting, changing ownership of or renovating facilities that provide a Community Living arrangement.
8. **Lead**-Any complaints or reports of deteriorated lead paint or lead exposure.
9. **Property Complaints**-Any complaints that may be considered detrimental to the health of the public.
10. **Miscellaneous**-The following issues as to be refereed to the Ledge Light Health District
 - a. Loss of water, heat, power or sewage failure (back-up, discharge to the surface of the ground, waterway or storm drainage) to any of the previously mentioned facilities.
 - b. Requests for any other emergency response at any of the previously listed facilities are to be directed to the East Lyme Emergency Dispatch Center.

943 North Road - Groton, Connecticut 06340 - phone. 860.448.4882 - Fax. 860-448-4885 -
www.ledgelighthd.org



ZONE R-12	FRONT SIDE	REAR
SETBACK REQUIRED	30	15
SETBACK PROVIDED	57	67-80
MAX. LOT COVERAGE	25% = 8750 S.F.	
PROPOSED LOT COVERAGE	13% = 1945 S.F.	

