WHAT YOU NEED TO KNOW TO GET A PERMIT

DECKS
SHEDS
SECONDARY STRUCTURES
TOWN OF EAST GRANBY
CHECKLIST FOR BUILDING PERMITS
NEW STRUCTURES – SECONDARY

Projects falling in this category are usually an accessory to a residential use and unattached, such as but not limited to: tool sheds, garages, decks, greenhouses, and carports. (For aboveground and in-ground pools – see separate application and guidelines.)

The applicant must submit some or all of the following:
1. Approval from the Farmington Valley Health District for any possible impact on septic/well – See separate application form which must be approved before application for the building permit.
2. A completed building permit application form.
3. A plot plan with the project drawn in to scale. Distance to side and rear yards must be shown. See chart for residential setback requirements.*
4. Distance to any wetland areas must be shown and if within 100 feet, a separate application may be necessary.
5. If structural (such as a deck), framing details must be presented.
6. Fee - $15 per $1,000 of the estimated cost – (we round up, and it’s in increments of 15 with $15 the minimum fee – i.e. est. cost $2400 = $45 fee).
7. State law requires a certificate of clearance from the tax collector.

Additional requirements:
1. Homeowners may sign for almost any permits.
2. If a contractor signs for the permit, he or she must present evidence of the appropriate license and liability insurance. This applies to all subcontractors also.
3. A “blanket” permit pays all fees up front based on a total estimated cost.
   Additional permit applications are required but no further fees are owed.

Required Inspections where applicable:
1. Footings before pouring
2. Waterproofing
3. All roughs before insulation
4. Insulation
5. **Final before use** – A certificate of occupancy, use or completion will be issued in most cases.

Other inspections may be made if necessary, Please allow at least one to two days notice to prevent delays.

*Sheds over 200 sq. ft. must meet the side and rear yard requirements for the respective residential zone. Sheds under 200 sq ft (except in MFDR and EH) can be located 6 ft from the side or rear yard and require all other approvals except a building permit.
BUILDING PERMIT APPLICATION

Town of East Granby
9 Center Street East Granby, CT 06026
Phone: (860) 653-3444  Fax: (860) 653-4017

Date: __________________________
Job Location (No. and Street) __________________________
Owner’s Name: __________________________ Phone: __________________________
Owner’s Address: __________________________ State: ______ Zip Code __________

Town: __________________________ State: ______ Zip Code __________
Applicant’s Name: First: __________________________ Last: __________________________
Applicant’s Company Name: __________________________
Applicant’s Address: (No. and Street) __________________________ State: ______ Zip Code __________

Bus: Phone: __________________________ Cell Phone: __________________________ Email: __________________________
License Type: __________________________ License #: __________________________ Exp Date: __________

Bldg Size (in sq ft): __________ Height of Bldg: __________ Estimated Cost: $ __________
Zone ______ Lot #: ______ Use Group # ______ Type of Construction __________
Change of use: [ ] Yes [ ] No Change of occupancy: [ ] Yes [ ] No
If yes - Current Use/Occupancy __________ New Use/Occupancy __________

Description of Work: __________________________________________________________

BLANKET [ ] Yes [ ] No If yes - Estimated cost includes: ___ Electrical ___ Plumbing ___ HVAC

I hereby certify that I am the owner of the property which is subject of this application OR the authorized agent of the property owner; I agree to call at least 24 hrs. in advance for each inspection; I agree to uncover and expose any work which is covered or concealed without inspector’s approval; I understand that when a permit is issued, it is a permit to proceed and grants no right to violate any code, ordinance, or statute, regardless of what may be shown or omitted on the submitted plans and specifications of any agreement with the official. All information contained within is true and accurate to the best of my knowledge and belief.

Signature: __________________________

FOR OFFICE USE ONLY

Fee Paid: $ ______ [ ] Cash [ ] Check Receipt #: __________ Permit #: __________

APPROVALS
Wetlands: [ ] N/A [ ] Approved __________________________ ZBO
Zoning: [ ] N/A [ ] Approved __________________________ WBO
Fire Marshal: [ ] N/A [ ] Approved __________________________
FVHD/MDC: [ ] N/A [ ] Approved - see attached __________________________

Building Official __________________________ Date __________
Side Yard requirements:
R-20 Zone - 20 ft
R-30 Zone - 20 ft
R-10 Zone - 25 ft
PRD Zone - 25 ft

Sheds in Residential Zones:
200 sq ft or less can be 6 ft from side or rear yd
Over 200 sq ft - must meet yard reqs.
REQUIRED FRAMING INFORMATION FOR RESIDENTIAL DECK PLANS

GENERAL INFORMATION
What are the dimensions of the deck?

How is the deck attached to the house?

Is any portion of the deck floor
more than 30 inches above the ground?

FLOOR JOIST
What size are the floor joists?

What length are the floor joists?

What is the spacing between joists?

BEAMS
How many beams are there?

What size are the beams?
(for example – three 2x8’s)

PIERS AND POSTS
What size are the posts holding the beams?
(posts must be attached to the beam with brackets or bracing)

What is the spacing between vertical posts
or piers holding the beams?

What size are the piers?

How deep are they?

FLOORING MATERIAL AND STAIRS
What is the type of flooring (decking) material?

Is there a stairway to the deck?
(stairways that have 3 steps or more require
a handrail that can be gripped)

GUARDS AND RAILINGS
Is there a guard or railing?
(required for the deck and stairway if over
30 inches above the ground)

How high is the guard or railing?
(the space between rails or balusters on the guard
or railing must be no more than 4 inches)

In addition to the guard rail – a “graspable handrail” is required
REQUIRED FRAMING INFORMATION
FOR RESIDENTIAL DECK PLANS

Show railing (guard) construction & location. Openings between
rails or balusters must be no more than 4 inches. Rail height at least 36 inches.
Posts must be secure. (items 15-18) Railings are required where the top
of deck floor is more than 30 inches off the ground.

Show floor joist construction. Indicate joist material, size
and length. How are they secured to the support beams?
Use joist hangers, ledgers, or run on top of beam. (items 1-3)
Show any cantilevers and their lengths. (item 14)

Indicate type, size, and thickness of flooring (decking) materials.
(item 11)

Pier footings for supports: at least
42 inches deep and twice the size
or diameter of the support. (item 9)

Show all beams and supports. Beam size and material?
What is the size of the supports? What is the spacing?
(items 4, 10 & 12) Supports must be secured to the beams.
(item 13) Show any cantilevers and their length. (item 14)

Show any stair construction. Rise: no more than 8 1/4 inches.
Run: not less than 9 inches. Stairs that have at least 3 steps
and 4 risers require a handrail; one that can be gripped.
Guards are required on sides of stairs to deck floors that
are over 30 inches off the ground. (items 5-8)
REMINDER: BREAKS AND JOINTS BETWEEN FRAMING MEMBERS OF A CARRYING BEAM SHALL BE LOCATED OVER A COLUMN!
SOME IMPORTANT CONSIDERATIONS FOR ADDITIONS/RENOVATIONS, ACCESSORY APARTMENTS AND POOLS.

1) ON SITE SEWAGE DISPOSAL SYSTEM AND WELLS
   a) Adequacy of the Lot
      Before additions, etc. can be approved an area to repair or expand your septic system must be shown to exist on the property. If soil testing is determined to be necessary, a separate “Site Evaluation Application” must be submitted. A new septic system may not be required if the existing system is functioning adequately, but you must demonstrate the suitability of the site to support a new replacement system in the future if it becomes necessary.

   b) Adequacy of septic system
      The system must be large enough to support its intended use. Information pertaining to septic system size and type must be provided. Often a change in use can overwhelm an inadequate system. Again, soil testing may be needed to determine whether the site has the capability of supporting the intended use.

   c) Location
      The septic system location must be determined before the application can be reviewed to ensure that the system will not be damaged during construction. Also, the planned addition must meet the required separating distance to your septic system and **not** be located in an area that may be utilized as a septic area in the future.

2) POOLS AND HOT TUBS
   Pool backwash water must not be discharged into household septic systems and must be disposed of in such a way as to prevent nuisance conditions. Septic systems have not been designed to receive large amounts of water from pools or spas.

3) REQUIRED SEPARATING DISTANCES
   - Building without footing drain to Septic Tank........................................10 Feet
   - Building without footing drain to Septic Fields......................................15 Feet
   - Building with footing drain to Septic & Well...........................................25 Feet
   - Above ground pool to septic system ......................................................10 Feet
   - In-ground pool to Septic System & Well...................................................25 Feet
   - Accessory Structures with frost wall and no footing drains ......................10 Feet
   - Accessory Structures no frost wall (Decks, Sheds, etc.).............................5 Feet
APPLICATION FOR ADDITION

PROPERTY OWNER: __________________________ PHONE # (H): __________________________

ADDRESS __________________________ TOWN __________________________ PHONE # (Work/Cel): __________________________

CONTRACTOR: __________________________________________ PHONE #: __________________________

TYPE OF PROPOSAL

☐ Building Addition &/or ☐ Interior Renovation (describe) __________________________

Number of bedrooms in existing house ________ Number of bedrooms after addition ________

☐ Detached Structure ☐ Shed ☐ Barn ☐ Garage ☐ Propane ☐ Generator Pad ☐ Other (describe) __________________________

☐ Swimming Pool ☐ In-ground ☐ Above ground (filter type _____) heated y/n Deck provided ☐ Yes ☐ No

☐ Building Conversion, change in use (describe) __________________________

☐ House Teardown, Replacement: using existing foundation ________ new foundation ________

# bedrooms in existing house ________ # bedrooms in proposed house ________

PLEASE COMPLETE

Will the addition have: Heat ☐ yes ☐ no Plumbing ☐ yes ☐ no Exterior sewer pipe/pump needed? ☐ yes ☐ no

Interior sewage pump needed? ☐ yes ☐ no

☐ Full foundation ☐ Frost Wall ☐ Slab ☐ Piers ☐ Other ________

Footing Drains ☐ yes (show on plan) ☐ no Cuts in grade <50’ downhill of septic system? ☐ yes ☐ no

Distance of proposed addition from: Septic tank ________ ft Leaching system ________ ft Well ________ ft

Any sewage backups, overflows or other problems noted with the existing septic system? Yes ☐ No ☐

** PROVIDE A SKETCH SHOWING THE LOCATION OF THE ADDITION RELATIVE TO THE WELL & SEPTIC **

FVHD ASSUMES NO RESPONSIBILITY FOR THE PRESENT OR FUTURE OPERATION OF THE SEPTIC SYSTEM OR FOR ANY DAMAGE TO THE SEPTIC SYSTEM CAUSED BY THE NEW CONSTRUCTION OR ANY NECESSARY TESTING.

I certify that I’m the owner or owner’s contractual representative & that the information above is accurate to the best of my knowledge. I also acknowledge that I’m responsible for securing any required approvals from other town/state agencies (bldg, wetlands, zoning, …)

Signature __________________________ DATE __________________________

(Office use only) FVHD APPROVED ________ DENIED ________ Date: __________________________

COMMENTS: __________________________
Location / Addition Proposal Sketch

ADDRESS ________________ TOWN ________________

Please show the location of the existing building, septic tank, leaching fields and well relative to the proposed construction.

Date: ________________