

## TOWN OF EAST GRANBY

### PROCEDURES FOR ALTERATIONS & REPAIRS

The procedure to obtain a permit to alter or repair in the Town of East Granby is as follows:

1. The applicant will fill out an application stating what the repairs or alterations will be done and all pertinent data concerning the property.
2. If the alterations are structural, a framing detail must be presented at time of application.
3. If the project is going to increase the size of the footprint on the property (i.e. enlarging an existing porch or deck) a plot plan showing the new dimensions must be included as a part of the application. It may also be necessary for an approval from the Farmington Valley Health District if the increase in the footprint is closer to any portion of the septic system.
4. Should trades be involved, individual permit application forms must be completed.
5. The contractor/owner may apply for a blanket permit under which all fees are covered at time of building permit. In this case, the trades still need to apply for their permits but no further fees will be necessary. Owners may apply for and perform their own trade work.
6. Repairs that do not involve framing or any other changes are considered strictly a replacement. No permit is required (i.e. replace an existing toilet with same).
7. Inspections must be called for as follows if they apply:
  - Footings before pouring
  - Waterproofing
  - Roughs before insulation (framing, electrical, plumbing, & heating)
  - Insulation
  - Final before occupancy/use/completion
  - Any other inspections as requested

6/01/11