

**TOWN OF EAST GRANBY
CHECKLIST FOR 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 for zoning approval. 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.**