

TOWN OF EAST GRANBY  
COMMERCIAL  
NEW CONSTRUCTION & MAJOR RENOVATIONS  
PERMIT REQUIREMENTS

- 3 SETS OF PLANS
- APPLICATION FORM
- FEE (see separate form)
- DRIVEWAY EXCAVATION PERMIT (STATE      or      TOWN)
- TAX APPROVAL
- WORKER'S COMP (or waiver)
- MDC/WPCA PERMIT

Type of Construction \_\_\_\_\_ Square Footage \_\_\_\_\_

Use Group \_\_\_\_\_ Occupant Load \_\_\_\_\_ Sprinklers \_\_\_\_\_



# 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) \_\_\_\_\_ Phone: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Applicant's Name: First: \_\_\_\_\_ Last: \_\_\_\_\_

Applicant's Company Name: \_\_\_\_\_

Applicant's Address: (No. and Street) \_\_\_\_\_

Town: \_\_\_\_\_ 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 or 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 \_\_\_\_\_  
Zoning:  N/A  Approved \_\_\_\_\_  
Fire Marshal:  N/A  Approved \_\_\_\_\_  
FVHD/MDC:  N/A  Approved \_\_\_\_\_

Building Official \_\_\_\_\_ Date \_\_\_\_\_

TOWN OF EAST GRANBY  
COMMERCIAL  
NEW CONSTRUCTION & MAJOR RENOVATIONS

ADDRESS \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

DAYTIME PHONE#: \_\_\_\_\_

**REQUIRED INSPECTIONS:**

- \_\_\_ Review of Special Inspections Form, if required
- \_\_\_ Erosion Controls (measures in place before start of work)
- \_\_\_ Footing and/or piers (before pouring concrete)
- \_\_\_ Waterproofing and footing drains
- \_\_\_ Underground plumbing (before covering and water test)
- \_\_\_ Temporary Electrical if needed
- \_\_\_ Masonry - fireplace throat if applicable
- \_\_\_ Rough - framing, electrical, HVAC, plumbing
- \_\_\_ Gas Pipe Test (if applicable)
- \_\_\_ Sprinkler Test per NFPA 13, if applicable
- \_\_\_ Insulation before covering
- \_\_\_ Fire Alarm Test, if applicable
- \_\_\_ Kitchen exhaust hood, if applicable
- \_\_\_ Final for certificate of occupancy
- \_\_\_ Substantial Compliance Certification by the Design Professional & General Contractor
- \_\_\_ Other: \_\_\_\_\_

**Certificate of Occupancy Requirements:**

Building Permit _____	Plumbing Permit _____	Heating Permit _____
A/C Permit _____	Electrical Permit _____	Fire Marshal Approval _____
WPCA _____	Final B.O. Inspection _____	Driveway Completion _____ State _____ or Town _____

**TOWN OF EAST GRANBY**  
**BUILDING PERMIT FEE CALCULATION WORKSHEET**  
**NEW COMMERCIAL / INDUSTRIAL CONSTRUCTION**

<b>Applicant:</b>		<b>Owner:</b>	
<b>Address:</b>		<b>Permit #</b>	

Area Category	Use Group	Construction Type	Gross Floor Area (sq ft)	X	Cost (\$/sf) from BVD*	=	Estimated Cost of Construction
Main (ground) Floor A				X		=	\$
Main (ground) Floor B				X		=	\$
Upper Floor A				X		=	\$
Upper Floor B				X		=	\$
Mezzanine A				X		=	\$
Mezzanine B				X		=	\$
Basement				X	\$15.00	=	\$
Other (describe):				X		=	\$
Attach additional sheet if necessary					<b>Total Estimated Cost of Construction</b>		\$

**Permit Fee Formula**

Permit Fee is \$15 per Thousand set by BOS 7/1/09	Estimated Cost of Construction in Thousands	X	Permit Fee per Thousand (\$)	=	Permit Fee (per BVD)
	\$	X	\$15	=	\$

**Fee Modifier**

Applicant pays 66% of BVD Permit Fee	Permit Fee (per BVD)	X	Fee Modifier (66%)	=	Permit Fee
	\$	X	.66	=	\$

<b>Driveway Permit Fee (Add \$50 if needed)</b>	\$
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<b>Total Payment (rounded up to nearest dollar)</b>	\$
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**For Office Use Only:**

Worksheet by: \_\_\_\_\_ Checked by: \_\_\_\_\_  
 Amount Paid: \_\_\_\_\_ Date: \_\_\_\_\_

\*BVD is a square foot construction cost, based on use group, and type of construction  
 As of July 1st of each fiscal year the most recently updated BVD will be used to calculate permit fee worksheets

## Important Points

- The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.
- For purposes of establishing the Permit Fee Multiplier, the estimated total annual construction value for a given time period (1 year) is the sum of each building's value (Gross Area x Square Foot Construction Cost) for that time period (e.g., 1 year).
- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

### Square Foot Construction Costs <sup>a, b, c</sup>

Group (2018 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	263.06	254.15	247.55	237.53	223.05	216.60	229.90	207.42	199.94
A-1 Assembly, theaters, without stage	241.02	232.11	225.51	215.49	201.01	194.56	207.86	185.38	177.89
A-2 Assembly, nightclubs	205.93	199.80	194.89	186.91	176.19	171.34	180.27	159.46	154.02
A-2 Assembly, restaurants, bars, banquet halls	204.93	198.80	192.89	185.91	174.19	170.34	179.27	157.46	153.02
A-3 Assembly, churches	243.83	234.92	228.32	218.30	204.21	198.79	210.67	188.58	181.10
A-3 Assembly, general, community halls, libraries, museums	204.02	195.11	187.51	178.49	163.01	157.56	170.86	147.38	140.89
A-4 Assembly, arenas	240.02	231.11	223.51	214.49	199.01	193.56	206.86	183.38	176.89
B Business	212.46	204.72	197.90	188.18	171.81	165.32	180.77	151.15	144.35
E Educational	222.69	214.99	208.81	199.81	186.17	176.74	192.93	162.78	157.80
F-1 Factory and industrial, moderate hazard	125.58	119.68	112.86	108.68	97.37	92.83	104.02	80.23	75.34
F-2 Factory and industrial, low hazard	124.58	118.68	112.86	107.68	97.37	91.83	103.02	80.23	74.34
H-1 High Hazard, explosives	117.37	111.47	105.65	100.47	90.40	84.87	95.81	73.27	N.P.
H234 High Hazard	117.37	111.47	105.65	100.47	90.40	84.87	95.81	73.27	67.37
H-5 HPM	212.46	204.72	197.90	188.18	171.81	165.32	180.77	151.15	144.35
I-1 Institutional, supervised environment	211.58	204.34	198.27	190.28	175.02	170.20	190.53	156.95	152.25
I-2 Institutional, hospitals	355.95	348.21	341.39	331.67	314.48	N.P.	324.26	293.82	N.P.
I-2 Institutional, nursing homes	247.27	239.53	232.71	222.99	207.36	N.P.	215.58	186.70	N.P.
I-3 Institutional, restrained	241.59	233.85	227.03	217.31	202.46	194.97	209.90	181.80	173.00
I-4 Institutional, day care facilities	211.58	204.34	198.27	190.28	175.02	170.20	190.53	156.95	152.25
M Mercantile	153.55	147.41	141.50	134.53	123.48	119.63	127.88	106.75	102.31
R-1 Residential, hotels	213.59	206.35	200.28	192.29	176.78	171.95	192.54	158.70	154.00
R-2 Residential, multiple family	179.04	171.80	165.73	157.74	143.25	138.43	157.99	125.18	120.47
R-3 Residential, one- and two-family <sup>d</sup>	166.68	162.17	157.99	154.10	149.61	144.19	151.48	138.79	130.58
R-4 Residential, care/assisted living facilities	211.58	204.34	198.27	190.28	175.02	170.20	190.53	156.95	152.25
S-1 Storage, moderate hazard	116.37	110.47	103.65	99.47	88.40	83.87	94.81	71.27	66.37
S-2 Storage, low hazard	115.37	109.47	103.65	98.47	88.40	82.87	93.81	71.27	65.37
U Utility, miscellaneous	89.90	84.75	79.27	75.71	67.97	63.50	72.24	53.83	51.28

- Private Garages use Utility, miscellaneous
- For shell only buildings deduct 20 percent
- N.P. = not permitted
- Unfinished basements (Group R-3) = \$23.20 per sq. ft.

## **Commercial As Built Requirements**

As built shall be submitted to the Building Official by a Registered Land Surveyor:

All sheets should be on photographic Mylar. In addition, a computerized map in digital format acceptable to the Town Engineer shall be submitted.

1. Title block, developer, property owner, north point, scale, and seal of the surveyor preparing the plan.
2. Elevation and location of top of foundation and finish floor basement prior to framing of building or construction of wall.
3. Elevation and location of all utilities and sub-grade of all paved areas prior to paving.
4. Boundaries of property certified to a State of Connecticut A-2 Map Survey Standard. As well as location of all easements and setback or building lines shall be displayed.
5. Pedestrian walkways, driveways, loading, parking areas, parking lot striping, and limits of all paved surfaces.
6. Location distance to property lines and dimensions of all buildings, structures, walls, fences, exterior lighting and refuse containment areas.
7. Utility plans showing location/elevation of storm drainage, sewage disposal, water supply facilities, and electric and telephone lines.
8. The zoning data schedule included as part of the approved record plan clearly showing the minimum requirements of the zoning district, those approved on the site development plan and as-built conditions. This table is to be included on the as-built map.
9. A detailed statement on the Mylar map which lists all as-built conditions that differ from the record plan approved by the Commission. If an as-built map is being prepared in connection with a request for a temporary certificate of occupancy, a second statement shall be included on the Mylar map which details required site improvements not completed to date. A cash bond shall be required for all improvements which have not been completed.

**SAMPLE ZONING DATA SCHEDULE**

Zoning Data	<i>REQUIRED</i>	PROPOSED	AS-BUILT
<b>ZONE: CS</b>			
Min. lot area	30,000 sf	84,795 sf	84,795 sf
Min. lot width	150'	293.85'	293.85'
Max. lot coverage	25%	11%	10.97%
Max. front yard	40'	96'	96'
Min. side yard	20'	25'	25'
Min. rear yard	20'	20'	20'
Max. building height	2 st/35'	2 st/29'	2 st/29'
Min. building footprint	1,500 sf	9,115 sf	9,119 sf
Bldg. gross floor area		17,600 sf	17,672 sf
Min. landscaped area	50%	51.45%	52.6%
<b>Parking</b>			
Ratio	5/1,000 sf	5/1,000 sf	5/1,000 sf
Total parking	88 sp	88 sp	88 sp
Total reserve parking spaces	0 sp	0 sp	0 sp
Percent of landscape planting within parking lot	20%	34%	33.8%

**EXCAVATION PERMIT APPLICATION**  
**TOWN OF EAST GRANBY**

Rev. 6/16/2021

Date: \_\_\_\_\_

**FEES: Minor work and simple driveway cuts within the Town ROW \$100**  
**Major work within the Town ROW \$1500 plus Retainer: \$3,000 for Plan Review and Inspections**

Cash or Irrevocable Letter of Credit (to be determined based on the extent of the work within the Town roadway)  
Bond Amount \_\_\_\_\_

The undersigned hereby agrees to perform the described work below at the location shown in compliance with the ordinances, rules and regulations of the Town of East Granby, and to post a cash bond or irrevocable letter of credit in an amount to be determined by the Town Engineer and/or his agent to cover the cost of construction. At the discretion of the Town Engineer or his agent, the bond may be waived. Furthermore, where applicable, the undersigned agrees to complete all the work described below and understands that, if not completed to the Town's satisfaction within six (6) months of the posting of the bond, the Town of East Granby will retain the bond to ensure completion.

CALL BEFORE YOU DIG "TICKET NUMBER" \_\_\_\_\_ Contractor Lic.# \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Location of Proposed Work \_\_\_\_\_

Description of Proposed Work \_\_\_\_\_

**Please attach sketch of proposed work**

Approximate Date to Start \_\_\_\_\_ Approximate Date of Completion \_\_\_\_\_

Name, Address and Phone # of Person, Corporation, or Agency performing work of other than applicant:

\_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_  
Applicant or Authorized Representative

Approved: \_\_\_\_\_  
Town Engineer Date Public Works Supervisor Date

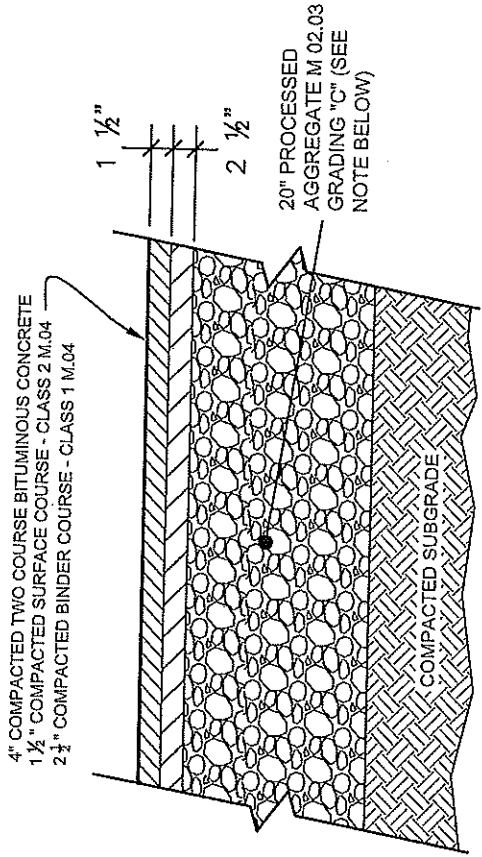
**For utility installations: The Town Engineer or the Director of Public Works shall be contacted to inspect the trench prior to the installation of the Processed Aggregate. (see attached detail.)**

**For minor work and simple driveway cuts within Town ROW:** A plan must be submitted with this application showing how controls will be installed to ensure that no damage occurs to the Town road or adjoining properties. These controls will be inspected by the Town Engineer or his representative before construction commences and several times during construction. Any damage that occurs during construction must be repaired and the PORTION OF THE DRIVEWAY WITHIN THE TOWN RIGHT-OF-WAY MUST BE PAVED. A \$500 cash bond will be required before a certificate of occupancy will be issued to ensure the paving is completed.

**For major work within Town ROW:** Applicant shall submit plan to be reviewed and approved by Town Engineer. Applicant shall pay fee of \$1,500 and pay retainer of \$3,000 to cover cost of plan review and inspections. Any part of the retainer that is unused will be turned back to applicant after final approval has been given by Town Engineer. If retainer is fully expended the Town can require the applicant to submit additional funds to cover the cost of the necessary engineering services for additional plan review and/or inspection services.

Cc: Town Engineer 860-986-3617/DPW Supervisor 860-655-8470/ Building Official 860-653-3444





**NOTE:**  
 ROADWAY MATERIALS AND METHODS TO BE IN CONFORMANCE WITH CONN. D.O.T. STANDARD SPECIFICATIONS FOR ROADS, BRIDGES AND INCIDENTAL CONSTRUCTION FORM 817, 2016 WITH RECENT REVISIONS, and/or MUNICIPAL CURRENT STANDARDS.  
 20" PROCESSED AGGREGATE CONDOT M 02.03 GRADING "C" AN INDEPENDENT THIRD PARTY (CERTIFIED LAB) SHALL CONFIRM SUB-GRADE IS OF ADEQUATE BEARING CAPACITY PRIOR TO PAVING. (NOTE: MAY REQUIRE INSTALLATION OF MIRAFI 500 [OR EQUAL] GEO-TEXTILE FABRIC.)

# TOWN OF EAST GRANBY PAVEMENT PATCH DETAIL FOR UTILITY TRENCH RESTORATION

SCALE: N.T.S.