



# Town of Trumbull, Connecticut Information Regarding Permits

This document serves as an introduction to the permitting Requirements and policies of the Town of Trumbull. It is not Comprehensive and is not intended to substitute for the regulations and codes followed by the town

## Contents

1.	Why should I get a permit? .....	1
2.	What activities require a building permit? .....	2
3.	What activities require a planning and zoning permit? .....	2
4.	What activities require Inland Wetlands approvals? .....	3
5.	Do I need approvals from other departments? .....	4
6.	Who may apply for a permit? .....	4
7.	Who can do the work? .....	5
8.	What codes are used by the Town of Trumbull? .....	5
9.	Are there any special issues I should be aware of related to Trumbull permits? .....	6
10.	What work is exempt from permits? .....	8
11.	What documents do I need to obtain a permit? .....	10
12.	How much will my permit cost? .....	10
13.	Where and when can I apply for a permit? .....	11
14.	How long does it take to get a permit? .....	11
15.	Once I receive a permit, do I need an inspection? .....	12
16.	Is there anything else I need to do to get my final approvals? .....	12
17.	I have more questions. Who do I call/contact? .....	12



# Town of Trumbull, Connecticut Information Regarding Permits

## 1. Why should I get a permit?

There are many important reasons to obtain the required permit(s) and to obtain the required inspections for your project

- Protects property value - Your home or business is an investment. If your project does not comply with the codes and standards adopted by your community, the value of your investment could be reduced.
- Saves money - Property insurance may not cover work or damages caused by work done without permits and inspections.
- Makes selling property easier - When property is sold through a multiple-listing association, the owner must disclose any improvements or repairs made and if permits and inspections were obtained. Many financial institutions will not finance a purchase without proof of a final inspection. If you decide to sell a home or building that has had modifications without a permit, you may be required to tear down the addition, leave it unoccupied, or do costly repairs.
- Improves safety - The permit review and inspections process is designed to ensure that all construction is safe. By following code guidelines, your completed project will meet minimum standards of safety and will be less likely to cause injury to you, your family, your friends, or future occupants. Mandatory inspections complement the contractor's experience and act as a system of checks and balances resulting in a safer project.
- It's the law - Work without a permit may be subject to removal or other costly remedies.

## 2. What activities require a building permit?

The Building Department reviews all construction to ensure that structures are built properly (i.e. "to Code") and can be occupied safely for their intended purpose. A building permit must be obtained before beginning construction, alteration or repairs, other than ordinary repairs. (Ordinary repairs are nonstructural repairs and do not include addition to, alteration of, or replacement or relocation of water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electrical wiring, or mechanical or other work for which a permit is required by the building official). Work requiring permits includes decks, window replacements, installation of a wood or pellet stove, and installation of a pre-fabricated shed on your property.

- Additions to buildings, including garages, porches, and decks
- Interior work that requires structural work
- Finishing of basements
- Swimming pools over 24 inches in depth
- Sheds (over 200 sq.ft.) (including prefabricated sheds), barns, garages, greenhouses
- Wood and gas stoves, fireplaces
- Roofing, siding, and replacement windows
- Signs
- Demolition
- Electrical service changes and repair

Electric, plumbing, heating, air conditioning and oil tank work done in connection with a building permit require separate permits for each function.

## 3. What activities require a planning and zoning permit?

Planning and Zoning regulates the activities allowed on your property and where the structures that contain these uses can be located. Construction, reconstruction, extension, enlargement, moving, or altering any building or another structure and prior to the use or occupancy of any land, building, or other structure requires a zoning permit. This approval is required before obtaining a building permit.

The following building permit activities do not require zoning approval:

- Re-roofing, re-siding, or door/window replacement (except for changes in size or projection, which do require approval)
- Minor interior renovations that do not alter the exterior of the structure, such as bathroom remodels, sheetrock and wall repair.

- Foundation repairs, except where the property is in a flood hazard zone
- Gas fireplaces and wood fireplaces with a roof flue
- Chimney liners
- Demolition
- Change of light fixtures
- New flooring
- Slabs
- Demolition

In addition, a change of use of a property (e.g., retail to restaurant or residential to commercial) must go through the planning and zoning approval process.

We strongly recommend that you make an appointment with our office to discuss the zoning regulations for your site that may require a hearing before our zoning board.

#### 4. What activities require Inland Wetlands approvals?

Inland Wetlands regulates activities proposed in an inland wetland or watercourse and within 150' (or an upland review area) of wetlands or watercourses. The location of the proposed activities in relation to the wetlands may be determined in the Inland Wetland Office. While there may not be wetlands on your property, wetlands located on an adjacent property may require review of your proposed activity.

Inland Wetlands regulates any activities proposed involving:

- the storage, removal, or deposition of material,
- any obstruction, construction, alteration or pollution of a wetland or watercourse
- any earth moving, filling, construction,
- clear-cutting of trees,
- discharging of waters,

Within the 100' upland review areas the intent is to review the proposed activity and to apply only such restrictions as are needed to avoid adverse impacts in the inland wetlands and watercourses and are not intended to be exclusionary setbacks. Inland Wetlands may rule that any activity in any non-wetland or non-watercourse area impacts or has the potential to impact or affect wetlands or watercourses and therefore is a regulated activity.

Inland Wetland approval is required before obtaining a Zoning permit.

The following permit activities do not require Inland Wetland approval:

- Interior renovations that do not alter the exterior of the structure
- Re-roofing, re-siding, or door/window replacement (except for changes in size or projection, which do require review)

Inland Wetlands is available to review proposals and plans prior to submission of an application to determine the level of permitting required and what information will be necessary to review the application.

## 5. Do I need approvals from other departments?

In addition to building and planning and zoning approvals, the following may be required:

- Fire Marshall approval is required for everything other than one and two family dwellings and their accessory structures.
- Sewer Department approval is required if the structure is on or will be connected to public sewers.
- Health Department approval is required for food establishments or connections to a septic tank. In addition, the Health Department must approve most projects on properties with a septic system if that project involves digging (e.g., footings for a deck) or will affect the load on the septic system (e.g., expansion of a home).

Engineering approval is required for work affecting curbs, sidewalks, and for driveways connecting with the public right-of-way.

You must receive a tax clearance certificate from the Tax Collector's Office showing that no taxes are owed on the property. We cannot issue a permit on any property where taxes are owed.

## 6. Who may apply for a permit?

A homeowner or the homeowner's authorized representative may apply for a permit. An authorized representative must have authorization in writing to apply for a permit on the homeowner's behalf.

## 7. Who can do the work?

A homeowner can do his own work, if he occupies the home and does not rent out any part of it. The homeowner is still required to get a permit. With this exception, any individual doing permitted work must be licensed and registered with the State of Connecticut.

Using a licensed contractor provides protection to the homeowner from being charged for work and materials not provided. Materials and suppliers and subcontractors can place a lien on your home if they do not receive payment from your contractor. Trade licenses for those persons doing Home Improvement, Plumbing, Electrical, or Mechanical provide some assurance that they have adequate knowledge and training in those fields.

If you are not hiring a registered contractor, you are missing out on \$15,000 worth of protection! The Department of Consumer Protection protects the homeowner by the Home Improvement Guaranty Fund. The fund can reimburse consumers up to \$15,000 who are unable to collect for loss or damage suffered from a registered contractor's performance or offer to perform a home improvement. To find out if your contractor is registered contact the Department of Consumer Protection at 1.800.842.2649 or access the web site at <https://www.elicense.ct.gov/>

## 8. What codes are used by the Town of Trumbull?

Planning and Zoning is governed by The Town of Trumbull Zoning Regulations. A complete copy of these regulations may be obtained the Zoning Office for \$35 or they are available online.

Building Codes used by our Building division are:

- 2012 International Building Code
- 2012 International Existing Building Code
- 2012 International Plumbing Code
- 2012 International Mechanical Code
- 2012 International Residential Code
- 2012 International Energy Conservation Code
- 2014 National Electrical Code (NFPA 70)
- [2016 Connecticut State Building Code](#)

## 9. Are there any special issues I should be aware of related to Trumbull permits?

### Generators

Standby electric generators can provide you an extra sense of security in view of Connecticut's unpredictable weather and the occasional resulting power outage. However, even small, portable electric generators - if they're used improperly - can threaten your safety and the safety of power company linemen working on the electrical system. All generators should be installed by a licensed electrician and receive a permit.

### Sheds

Sheds and any other outbuildings (except treehouses) require approval from Planning and Zoning and must meet required setbacks for accessory structures. Sheds 200 sq.ft. and under do NOT require a building permit.

Your building permit application for a prefabricated shed must include the Brochure or Data Sheet from Manufacturer: minimum snow load information (30 lbs. per square foot) and rating information (for 100 mile per hour winds). For installation of a shed, mechanical fasteners/anchors must be properly fastened to resist 110 mile per hour design wind loads. Fasteners cannot be made of plastic.

### Fences and Walls

Fences and walls not exceeding four feet in height in any front yard or six feet in height in any side or rear yard do not require a zoning permit. Wire, chain link, or similar fences which do not impair visibility may be four feet high in any front yard. On corner lots, front yards are required on both street frontages with a designated view corridor required for maximum traffic visibility; on through lots, front yards are required on all streets.

Significant restrictions exist for fences on yards abutting Long Island Sound, rivers, and tidal wetlands. Please contact our office for more details.

Retaining walls greater than 12 inches may require a zoning permit and in some cases may require a design plan from a licensed engineer. Please contact our office for more details.

Fences over 6 feet in height are allowed only in the Town's Industrial Districts and require a zoning permit. Fences over 7 feet in height also require a building permit.

#### Finishing a Basement or Attic

A permit is required to finish a basement or attic.

#### Adding a Kitchen to a Residence or Outbuilding

In the Town's Single Family Residential zones, adding a second kitchen to a residence or outbuilding is a violation of our zoning requirements and is prohibited.

#### Accessory Apartments

The creation of an accessory apartment in a single family residence to house extended family members must meet the requirements of the Town of Trumbull Zoning Regulations. These requirements are complex and anyone seeking to create such an apartment must first meet with our staff. Additional details are available on our web site and in the brochure "Accessory Apartments."

#### Smoke and Carbon Monoxide Detectors

When alterations or additions requiring a permit occur in a home, the entire dwelling must be provided with smoke detectors and carbon monoxide detectors. Contact our office for more information on location and quantity of detectors required.

#### Swimming Pools

Outdoor private swimming pools MUST comply with the State Building Code barrier and entrapment protection minimum regulations. The purpose for these provisions is to provide an effective barrier surrounding the pool area to reduce the potential for young children to gain uncontrolled access, and to provide a level of protection against possible entrapment at the pool suction inlets. Inflatable swimming pools which can contain water over twenty-four inches deep is a relatively new product which has been made available to the Connecticut Consumer. The inflatable walls of an above grade inflatable swimming pool,

(which contains water over twenty-four inches deep), are not an effective pool barrier and require a pool barrier which is typically a fence enclosure.

The 2016 State Building Code provides detailed provisions for barriers around swimming pools along with entrapment protection for swimming pool and spa suction outlets. These requirements address:

- minimum heights and maximum openings allowed in fences
- criteria for the fence gates and latches
- criteria for the means of direct entry into a pool area from the house
- criteria for the pool and spa suction outlet cover and grate
- minimum number and separation distance of suction outlets
- criteria for circulation systems equipped with atmospheric vacuum relief systems
- minimum and maximum depths for pool vacuum cleaner fittings
- criteria for power safety covers
- 

## 10. What work is exempt from permits?

The following work does not require a building permit for one and two family residential dwellings only.

### Building work

- Fences below 7 feet high. (See above for more requirements.)
- Retaining walls below 3 ft. in height measured from finished grade at the bottom of the wall to finished grade at the top of the wall, unless supporting a surcharge.
- Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.
- Sidewalks, driveways and on-grade concrete or masonry patios not more than 30 inches above adjacent grade and not over any basement or story below. (Work being done on driveway aprons & sidewalks within the city street right of way does require a permit from the Engineering Department.)
- Painting, papering, tiling, carpeting, cabinets, countertops and similar finish work not involving structural changes or alterations.
- Prefabricated swimming pools that are less than 24 inches deep.
- Swings, non-habitable tree houses and other playground equipment.
- Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and which do not require additional support.
-

## Electrical work

A permit is not required for minor electrical repair work, including replacement of lamps and fuses or the connection of approved portable electrical equipment to approved permanently installed receptacles.

## Gas work

A permit is not required for:

- Portable heating or cooking appliances with a self-contained fuel supply.
- Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
- Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

## Mechanical work

A permit is not required for:

- Portable heating appliances with a self-contained fuel supply.
- Portable ventilation appliances.
- Portable cooling units.
- Steam, hot or chilled water piping contained within any heating or cooling equipment regulated by Chapters 19 through 24 of the Connecticut State Building Code.
- Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
- Portable evaporative coolers.
- Self-contained refrigeration systems containing 10 lbs. or less of refrigerant or that are actuated by motors of 1 horsepower or less.
- Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

## Plumbing Permits

A permit is not required for stopping leaks in drains, water, soil, waste or vent pipe. However, if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace it with new material, this work is considered new work and a permit is required.

A permit is not required for the clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, as long as these do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

## 11. What documents do I need to obtain a permit?

The level of detail required depends on the size and complexity of the project as well as where it is located. Zoning permits require at a minimum a plot plan drawn to scale. Certain applications require a full A-3 survey conducted by a licensed surveyor. Most building projects require architectural drawings, and some may require drawings stamped by a licensed engineer. Please contact our office for more details.

In addition, building permits require:

- A completed building permit application (samples available on-line)
- A certificate from our tax office indicating that no taxes are owed on the property
- For contractors, proof of workers' compensation insurance
- If required, approvals from other departments (see section 8, above)
- The number and type of drawings requires depends on the type of work. Please contact our office.

## 12. How much will my permit cost?

The building department fee is based on the cost of the project, including material and labor. The schedule is as follows:

**Residential:** \$20.00 for the first thousand and \$10.00 for each additional thousand or portion thereof, .026 per thousand for education fee, \$10.00 C.O. Fee and \$10.00 processing fee.

**Commercial:** \$20.00 for the first thousand and \$12.00 for each additional thousand or portion thereof, .026 per thousand for education fee, \$25.00 C.O. Fee and \$10.00 processing fee.

**Residential Mechanical:** \$ 5.00 per \$100 or any fraction thereof for the first \$1000, and \$10.00 for each \$1000 thereafter, \$10.00 C.O. fee, and \$10.00 processing fee. **Minimum \$60.**

**Commercial Mechanical:** \$ 10.00 per \$100 or any fraction thereof for the first \$1000, and \$12.00 for each \$1000 thereafter, \$10.00 C.O. fee, and \$10.00 processing. **Minimum \$80.**

**Swimming Pools:** \$ 50.00 first \$2000, and \$10.00 for each \$1000 thereafter, \$10.00 C.O. fee and \$10.00 processing fee.

### 13. Where and when can I apply for a permit?

The Trumbull Building Department is located in the lower level of Trumbull Town Hall 5866 Main Street Trumbull Connecticut. The tax office, planning and zoning, and inland wetlands offices are available in the same building.



Building permit hours are 7:30 am – 10:00 am,  
Monday-Friday.

### 14. How long does it take to get a permit?

The time required to review and issue a permit varies considerably depending on the current workload in the department, the complexity of the project, and the number of questions that come up during our review. The best way to expedite your permit review is to make sure that the application is complete and the plans fully represent compliance with our regulations and building codes.

Under law, we are required to complete review of any building permit within 30 days.

## 15. Once I receive a permit, do I need an inspection?

Yes, all work must be inspected. It is the responsibility of the permit holder or their agent to notify the building department that the work is ready for inspection. Call our offices at 203-452-502 to schedule an inspection. Please don't leave requests for inspection on voicemail.

The following inspections are required:

1. Footings – Forms must be inspected and approved before concrete is poured for footings.
2. Foundations must be inspected before any structure is back filled.
3. Mechanical fasteners must be inspected.
4. Framing, rough plumbing, rough heating, and rough electrical work must be inspected and approved before walls are enclosed with any materials and before insulation is installed. Note that decks and similar structures require a framing/flashing inspection.
5. Insulation must be inspected and approved before sheetrock is installed.
6. Final inspection must be completed before any new structure or addition may be occupied.

## 16. Is there anything else I need to do to get my final approvals?

When construction is complete you must return to the Building Department to get a Request For Certificate of Occupancy form. You must get the same departments who were required to sign off to get the permit to sign off that the work was completed according to their department's regulations.

A Certificate of Occupancy will then be issued by the Building Inspector.

## 17. I have more questions. Who do I call/contact?

Questions directly related to building permits, inspections, and code issues may be directed to our building department at 203 452-5020.

Questions related to zoning and zoning violations may be directed to our planning and zoning office at (203 452- 5044.



## Attachment A: Building Permit Check-List

Planning and zoning approval

Inland wetlands approval for properties within the review parameters of a wetland, as well as for swimming pools.

City fire marshal approval (for everything other than one or two-family dwellings and their accessory structures)

Sewer commission department approval – if the structure is on or going to be connected to public sewers

Health department approval (for food establishments, connection to a septic tank, digging on a lot with a septic tank, or work that would affect the requirements of the septic system)

Tax clearance certificate

Worker's compensation certificate (or, if a homeowner, an affidavit form attesting that he has workers' compensation)