



CITY OF DERBY
BUILDING DEPARTMENT
1 ELIZABETH STREET
DERBY, CONNECTICUT 06418

As the result of the Covid-19 virus, Derby City Hall and its Building Department realize that many citizens of Derby are confined to their homes and will be for some weeks. As a resident of Derby, you may be considering home or business improvements right now or working on existing projects, but because of the City of Derby's Building and Zoning Departments being closed to the public, permits are not attainable.

In an effort to keep you safe during your projects, we urge you to contact Carlo Sarmiento, Building Official and Zoning Officer for the City of Derby via email at CSarmiento@Derbyct.gov . He will try to assist you with your questions/concerns and offer guidance on getting your projects done in accordance with state and local laws.

Mr. Sarmiento will make every attempt to respond to your emails and offer you advice on your construction jobs during normal business hours: Monday to Wednesday – 8:30am to 5:00 pm, Thursday 8:30am to 6:00pm and Friday from 8:30am to 12:30pm.

In addition, you will be required to fill out and submit a simple form so we have a record of what you are doing in your home and/or businesses. The form is available on the city website www.derbyct.gov , but it can also be emailed to you sent in hard copy form via the mail. Our goal is to keep citizens and contractors safe while allowing you to proceed with your project(s) without inconveniencing your schedule.

If you have questions and prefer to speak directly to the building department staff, call 203-736-1481.

If something needs **immediate attention**, the cell phone number of Carlo Sarmiento is 203-954-9015.

Thank you and please stay safe during the days and weeks ahead.

*****Temporary Building Permit Application*****

Name: _____ Date: _____

Project Address: _____

Phone #: _____ Email: _____

Type of Project (check one or more below):

- Building
- Plumbing
- Electrical
- HVAC
- Gas/Oil Tanks
- Other:

Cost of Project: _____

Contractor's Name: _____

Contractor's Address: _____

Contractor's License #: _____

Submission of this application does not constitute a Building Permit.