



CITY OF DERBY

APPLICATION FOR BUILDING PERMIT

☐ SEPTIC (NAUG.VALLEY HEALTH)
☐ SEWER (CITY/WPCA)

APPLICATION MUST BE SIGNED IN INK

Date _____ 20____

NOTE: The City of Derby wants to be of service to you, the applicant. We will be better enabled to do so if you complete this application and follow the procedures set out in the INFORMATION SECTIONS on page 4. Please contact the Building Department with any questions at (203) 736-1481. Thank you.

House # _____ Assessor's Map-Lot # _____ Lot # _____ Street _____

Owner _____ Phone _____ Cell Phone _____

Owner's Address _____
Street _____ City _____ State _____ Zip Code _____

Sub-Division Name _____ Model _____ Lot # _____

Please check items below that apply to you

CONSTRUCTION: New ☐ Alteration ☐ Addition ☐ Repair ☐ Removal ☐

TYPE OF OCCUPANCY: One Family Residence ☐ Garage ☐ Shed ☐ Pool ☐

Other _____

FOUNDATION: Basement Yes ☐ No ☐ Walls: Poured Concrete ☐ Block ☐ Other _____

STRUCTURE: Frame ☐ Brick ☐ Stone ☐ Concrete Block ☐ Other _____

Carpenter's Name _____ Address _____

APPLICABLE CODE: IBC ☐ IRC ☐ IEBC ☐ YEAR _____

NOTES:

- 1) Submit Digital Plans (PDF)
- 2) Copy of Submitted/Approved Plans **MUST REMAIN ON JOB SITE AT ALL TIMES**
- 3) Per CT State Statute - Installation of Smoke Alarms/CO Detectors **ARE REQUIRED**
- 4) Electrical, Plumbing & HVAC Permits **MUST BE OBTAINED SEPARATELY**

DESCRIPTION OF WORK: _____

General Contractor's Name _____ Address _____

Please be sure to fill in data on all pages of application.

Phone _____

I estimate the value of this Work Will Be \$ _____ Fee \$ _____

Building Official estimate of value \$ _____

Print Applicant's Name: _____

Applicant's Signature: _____

Address: _____

City/State/Zip _____

Telephone: _____

Email: _____

PERMIT FEE \$ _____ ☐ COC Fee

STATE ED FEE \$ _____ ☐ CA Fee

CO FEE \$ **50.00** ☐ CO Fee

☐ Check

RECEIPT # _____ ☐ Cash

☐ Credit Card

Permit
Number
Date
Issued

ADDITIONAL DATA REQUIRED

FOUNDATION: Kind of Materials _____ Thickness _____
Rebar Required: Size _____ Height _____
Size of Footings _____ Depth Below Grade (42" Min.) _____
Kind of Columns in Cellar _____ Size _____

MASONRY SIDE WALLS: Size _____ Thickness _____ Height _____

FRAME: CONTINUITY OF WALL REINFORCEMENT BETWEEN STORIES (SECTION 611.6)

Size of Girder _____ Spacing on Centers _____ Corner Posts _____ Plate _____
Size of Floor Joists _____ Spacing on Centers _____ Longest Span _____
Size of Ceiling Joists _____ Spacing on Centers _____ Longest Span _____
Size of Rafters _____ Spacing on Centers _____ Longest Span _____
Size of Valley & Hip _____ Spacing on Centers _____ Longest Span _____
Type of Sheathing on Floor _____
Size of Studs in Bearing Walls _____ Spacing on Centers _____

HEATING: Kind of Chimney _____ Size of Flue _____ Kind of Lining _____
Will there be a Fireplace _____ Name of Mason _____

SIDING: Describe _____

ROOFING: Describe _____

SCHEDULE OF FEES

Minimum Fee – All Permits	\$ 55.26
Certificate of Occupancy	\$ 50.00
Mobile Homes: Inspection & CO (Public Act #76143)	\$ 25.00
All Permits (including Demo): First \$1,000 of estimated cost	\$20.00
	\$15.00 Per \$1,000 After First \$1,000
State Education Fee	\$0.26 Per \$1,000
Demolition Permit: First \$1,000 of estimated cost	\$20.00
	\$15.00 Per \$1,000 After First \$1,000

INSPECTION SCHEDULE

- 1st – Footing Inspection – Before Concrete is Poured
- 2nd – Foundation Inspection – After Water Proofing & Footing Drains are Installed, If Necessary.
Prior to Back Filling
- 3rd – Rough Framing, Wiring, Rough Plumbing, Heating – Before Interior Walls & Ceilings
are Insulated & Sheet Rock Applied
- 4th – Insulation
- 5th – Final Inspection – After All Work has been Completed, Sanitary System Completed &
the As-Built Drawing on File, Well Installed & Water Tested & Certified Pure

Please Check One for Each:

City Sewer___ or Septic System___ (Naug. Valley Health District) City Water___ or Well___

Use Classification: R___ R-1___ R-2___ R-3___ R-4___ B___ M___ A-1___ A-2___
A-3___ A-4___ A-5___ Storage Shed___ Mixed___ & ___ Other___

Live Load Per Square Foot: 30___ 40___ and 100___

Fire-Resistance Rating: 20 Minutes___ 1Hour___ 2Hour___ Other___ Fire Sprinkler___

Code Used _____

Building Type: 1A___ 1B___ 2A___ 2B___ 3A___ 3B___ 4___ 5A___ 5B___

Number of Stories___ Total Square Feet___ Number of Dwelling Units___
Drive Under Garage___ Number of Bathrooms___ Number of Bedrooms___
Number of Kitchen or Bar Sinks___

Residential

Square Foot of 1 st Floor	_____	X \$80 =	_____
Square Foot of 2 nd Floor	_____	X \$60 =	_____
Square Foot Above Second Floor	_____	X \$60 =	_____
Square Foot of Finished Basement	_____	X \$25 =	_____
Square Foot of Attached/Detached Garage	_____	X \$40 =	_____
Square Foot of Room Over Garage	_____	X \$30 =	_____
Square Foot of Open Deck	_____	X \$25 =	_____
Square Foot of Deck with Roof	_____	X \$30 =	_____
Square Foot of 3 Season Room	_____	X \$60 =	_____
Square Foot of Shed	_____	X \$10 =	_____
Square Foot of Carport	_____	X \$30 =	_____
Square Foot of Barn	_____	X \$40 =	_____
Miscellaneous	_____	X \$ =	_____

Total \$ _____

Commercial

Square Foot of 1 st Floor	_____	X \$100 =	_____
Square Foot of 2 nd Floor	_____	X \$80 =	_____
Square Foot Above Second Floor	_____	X \$80 =	_____

Total \$ _____

THIS BUILDING SHALL COMPLY TO THE NEW ENERGY STANDARDS

1. Permit to Build or Alter. – No building or structure shall be constructed or altered until an application has been filed with the building official and a permit issued.

2. By Whom Application Is Made. – Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the licensed engineer or architect employed in connection with the proposed work. If the application is made by a person other than the owner in fee, it shall be accompanied by a duly verified affidavit of the owner or the qualified person making the application that the proposed work is authorized by the owner in fee and that the applicant is authorized to make such application. The full names and addresses of the owner, lessee, applicant, and of the responsible officers, if the owner or lessee is a corporate body, shall be stated in the application.

3. Description of Work. – The application form shall be filled in with a general description of the proposed work, its location, the use and occupancy of all parts of the building or structure and of all portions of the site or lot not covered by the building, and such additional information as may be required by the building official.

4. Plans and Specifications. – The completed application form for the permit shall be accompanied by not less than two (2) copies of specifications and of plans drawn to a scale of not less than 1/8 of an inch to the foot, with no detail or working drawing at a lesser scale than 1/2 of an inch to the foot, with sufficient clarity and detail dimensions to show the nature and character of the work to be performed. When quality of materials is essential for conformity to the Building Code, specific information shall be given to establish such quality; and in no case shall the code be cited or the term “legal” or its equivalent be used as a substitute for specific information.

5. If, during the progress of the execution of such work, it is desired to deviate in any manner affecting the construction or other essentials of the building from the terms of the application, drawings, plans or specifications, as filed, notice of such intention to alter or deviate shall be given to the Building Official and his written consent must be obtained before such alteration or deviation may be made.

6. Time Limitation of Application. – An application for a permit for any proposed work shall be deemed to have been abandoned six (6) months after date of filing, unless such application has been diligently prosecuted or a permit shall have been issued; except that for reasonable cause, the Building Official may grant one or more extensions of time for additional periods not exceeding ninety (90) days each.

7. Action on Application. – The Building Official shall examine or cause to be examined all applications for permits and amendments thereto within a reasonable time after filing. If the application or the plans do not conform to the requirements of all pertinent laws, he shall reject such application in writing stating the reasons therefor. If he is satisfied that the proposed work conforms to the requirements of the Building Code and all laws and ordinances applicable hereto, he shall issue a permit therefor as soon as practicable.

8. Payment of Fees. – No permits shall be issued until the fees prescribed have been paid.

9. Suspension of Permit. – Any permit issued shall become invalid if the authorized work is suspended or abandoned for a period of six (6) months after the time of commencing work.

10. Renewal of Permit. – Any permit issued shall become invalid two (2) years after its date; permit renewal may be obtained subject to the review approval of the Building Official and the re-payment of the requisite permit fees.

11. Revocation of Permits. – The Building Official may revoke a permit or approval issued under the provisions of the Building Code in case of any false statement or misrepresentation of fact in the application or on the plans on which the permit or approval was based.

12. Licenses. – Permits shall only be issued to subcontractors who possess the requisite State of Connecticut license.

**For questions, please contact the Building Department at:
City of Derby, Attn: Building Dept., 1 Elizabeth Street,
Derby, CT 06418 – or call (203) 736-1481.**

The above stipulations are hereby agreed to by the applicant, and made a part of this application.

The laws and building regulations of the State of Connecticut and the City of Derby, shall at all times have precedence over drawings and specifications. Anything contrary to said laws and regulations that may at any time appear in drawings or specifications, or in the work executed, shall be corrected without delay upon the receipt of due notice from the Building Official. The granting of a permit for the proposed work shall not be assumed or construed to convey any right of permission to do anything contrary to the laws and regulations aforesaid, under any circumstances whatsoever. You must have a deed on file at City Hall before your permit is valid. REMEMBER, PERMITS MUST BE OBTAINED BEFORE STARTING WORK.

THIS BUILDING SHALL COMPLY
TO THE NEW ENERGY STANDARDS

SIGNATURE OF APPLICANT