



TOWN OF MIDDLEBURY

Office of the Selectmen

BUILDING PERMIT PROCESS

Before applying for new construction, additions, change of use – **YOU MUST APPLY FOR** zoning, sewer, and/or Torrington Health/Septic, and wetlands.

Upload in attachments for building permit when approvals are complete the : zoning permit, approved sewer plan, wetlands approval conditions, well and/or septic plan approval.

All Building Permits require PDF copied attachments

Provide a detailed description as possible. Provide cost for labor and material at market rate or towns minimum value fee will apply.

- Contractor's License
- Worker's Compensation Insurance Certificate or signed/notarized 7A, 7B, or 7C.
- Letter of Authorization: required if the contractor is giving the permission of the homeowner or agent to take out a permit under their license number.
- Owner can do their own work and take out their own permits, but state building code states that the home must be owned and inhabited by the owner to allow doing their own work. Flips and rental homes/units require licensed mechanical and structural contractors to apply for permitting.
- Plot plan with the proposed structure and work/activity depicted to scale.
- Drawings/Plans showing how the structure or space is to be built and if changing or adding onto existing space, an existing plan with designations of spaces used and a proposed plan of designated spaces (both new and existing)

In some cases, this may even require a bit more information to allow for a full and thorough review. You may be asked to provide:

- Additional supporting evidence by outside sources

All Electrical Permits require the following PDF attachments

- Contractor's License
- Worker's Compensation Insurance Certificate or signed/notarized 7A, 7B, or 7C.
- Letter of Authorization: required if the contractor is giving the permission of the homeowner or agent to take out a permit under their license number.
- Owner can do their own work and take out their own permits, but state building code states that the home must be owned and inhabited by the owner to allow doing their own work. Flips and rental homes/units require licensed mechanical and structural contractors to apply for permitting.

All Plumbing Permits require the following PDF attachments

- Contractor's License
- Worker's Compensation Insurance Certificate or signed/notarized 7A, 7B, or 7C.
- Letter of Authorization: required if the contractor is giving the permission of the homeowner or agent to take out a permit under their license number.
- Owner can do their own work and take out their own permits, but state building code states that the home must be owned and inhabited by the owner to allow doing their own work. Flips and rental homes/units require licensed mechanical and structural contractors to apply for permitting

All Mechanical Permits require the following PDF attachments

- Contractor's License
- Worker's Compensation Insurance Certificate or signed/notarized 7A, 7B, or 7C.
- Letter of Authorization: required if the contractor is giving the permission of the homeowner or agent to take out a permit under their license number.
- Owner can do their own work and take out their own permits, but state building code states that the home must be owned and inhabited by the owner to allow doing their own work. Flips and rental homes/units require licensed mechanical and structural contractors to apply for permitting.

All Gas Permits require the following PDF attachments

- Contractor's License
- Worker's Compensation Insurance Certificate or signed/notarized 7A, 7B, or 7C.
- Letter of Authorization: required if the contractor is giving the permission of the homeowner or agent to take out a permit under their license number.
- Owner can do their own work and take out their own permits, but state building code states that the home must be owned and inhabited by the owner to allow doing their own work. Flips and rental homes/units require licensed mechanical and structural contractors to apply for permitting.
- Site Plan for LP gas tanks over 125 gallons

Paid Property Taxes:

Town Ordinance requires all Taxes be paid and current to be able to accept in permitting. If a property is flagged as Delinquent the review process will be delayed.

Online Permitting System Guidelines

For your convenience, effective March 2022, the Town of Middlebury has adopted online permitting for the submittal of applications for residential building permits, electrical permits, plumbing and gas permits, mechanical permits, Demolition and Fire Protection permits.

Paper permit applications will no longer be accepted. If you do not own a computer or if

you need assistance using a computer, both are available at Town Hall. A computer station terminal is located at the Town Hall. Assistance can be obtained in the office or by contacting the Building Department office during normal business hours.

Applicants can mail a check payable to: Town of Middlebury. You may also visit us with payment during our normal business hours. Any payments sent in without a copy of the necessary documents will not be accepted.

If you do not upload all the required items in the attachments your application will be deleted, and you must reapply with all information. If you email information a necessary fee of \$5 per attachment or page will be added to your permit cost.

Complete the Permit Application (after you have logged onto the online permitting website).

- Select the appropriate permit application from the menu on the right
- Select the location for the permit by entering any characters of column text in the white boxes under House # and/or Street to narrow your search.
- Choose the address by highlighting its row.
- Click the Next button above the Property List.
- Fill out the application fields to completion.
- Once you have filled out all text fields click Submit.
- This will prompt you to add attachments. Click ok if you want to add attachments.
- Once the Building Official has reviewed the permit, you will be prompted via email to pay for your permit either by credit card online or payable by check. If you choose to pay by check, please mail or hand deliver a check payable to the Town of Middlebury and the property address written on the memo line.

Adding Attachments to Your Permit Application After Submit:

If you need to add attachments after closing a submitted application or want to check your status, go to My Documents at the top center of the Main Page. Select the Permit and click buttons to the right.

Click [HERE](#) to begin online permit process