COMMERCIAL - NEW CONSTRUCTION and ADDITIONS - BUILDING PERMIT SUBMISSION REQUIREMENTS

Along with a Building Permit and payment in full, projects submitted for a Building Code compliance review shall contain the following documents, as applicable. Partial submissions will not be accepted.

1. Two sets of all documents.
2. All drawings stamped by a licensed design professional.
4. Site Plan as approved by the Zoning Department and indicating utilities.
5. Farmington Valley Health/WPCA/CWC approval letter.
6. Cover Sheet with building code information such as Occupancy Classification, type of Construction, occupancy load, egress diagrams, required/supplied code requirements and list of all drawings/documents that are being completed with the date of each document.
7. Basement/Foundation Plan with dimensions and information on slabs, vapor barriers, footings, piers, columns, beam pockets, insulation, radon mitigation system, steps in top of foundation wall, foundation wall reinforcing, windows.
8. Floor Plans with dimensions and information on stairs, handrails, framing, wall types, window and door sizes, tempered glass locations, bearing walls, fire rated barriers, ADA requirements.
9. Roof Plan that indicates slopes, framing members, crickets.
10. Wall Sections showing foundations with reinforcing, water/damp proofing, footing drain, framing, insulation types and R values, vapor barrier, roofing, siding, conformance with 2015 IECC Commercial Provisions.
11. Exterior elevations with grade contours accurately indicated.
13. Electrical plans and details.
14. Plumbing plans and details.
15. Mechanical plans and details.
16. Fire sprinkler plans and details.
17. ComCheck and heat loss calculations and calculations that confirm heating and cooling equipment is sized “in accordance with ACCA Manual S based on building loads calculated in accordance with ACCA Manual J or other approved heating and cooling calculation methodologies.”

If you have any questions please contact the building department,

Jerry Waters, Building Official, 860-693-7856  August 7, 2019