

Town of Hebron
Building Department
15 Gilead St
Hebron, CT
860-228-5971



SUBMIT APPLICATION

At this stage you will document the "Who, What, When, Where, and How" of the job, along with any sketches or plans of the unpermitted work.

REVIEW PROCESS

The building official will review your application and supporting documents and determine if there is sufficient information for compliance with the current building code. If your plans meet these requirements, a permit is issued. If not, a notice will be issued stating the items that are deficient. A review of the plans WILL NOT be performed at the counter, most projects take approximately two weeks to go through the approval process.

PERMIT ISSUANCE

Once the permit is issued, the plans may have some notations that will need to be addressed prior to an inspection being performed by the building official. Contact our office at 860-228-5971 ext. 141 or 138 to schedule an inspection. Generally require 1-2 day notice for an inspection.

FINAL APPROVAL

The building official will provide documentation when construction is completed and code compliance is determined.

What Does not need a Building Permit

Based on the IRC portion of the 2016 State Building Code

R105.1 Required. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

R105.1.1 By whom application is made. Pursuant to section 29-263 of the Connecticut General Statutes, application for a permit shall be made by the owner in fee or by an authorized agent. If the application is made by a person other than the owner in fee, it shall be accompanied by an affidavit of the owner or a signed statement of the applicant witnessed by the building official or such official's designee to the effect that the proposed work is authorized by the owner in fee and that the applicant is authorized to make such application. If the authorized agent is a contractor, such contractor shall follow the provisions of section 20-338b of the Connecticut General Statutes. The applicant shall include the full names and addresses of the owner, agent and the responsible officers, if the owner or agent is a corporate body.

(Amd) **R105.2 Work exempt from permit.** Exemption from the permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws, statutes, regulations or ordinances of the town, city or borough, or the State of Connecticut. Permits shall not be required for the following work:

Building:

1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 200 square feet (18.58 m²). Sheds that are part of a required pool barrier shall require a building permit regardless of the size. Please keep in mind that a zoning permit is still required.
2. Fences not over 7 feet (2134 mm) high. Exception: Fences used as swimming pool barriers regardless of height require a permit.
3. Retaining walls that are not over 3 feet (914 mm) 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.
4. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons (18927 L) and the ratio of height to diameter or width does not exceed 2 to 1.
5. Sidewalks, driveways and on-grade concrete or masonry patios not more than 30 inches (762 mm) above adjacent grade and not over any basement or story below.
6. Painting, papering, tiling, carpeting, cabinets, countertops and similar finish work not involving structural changes or alterations.
7. Prefabricated swimming pools that are equal to or less than 24 inches (610 mm) deep.
8. Swings, non-habitable tree houses and other playground equipment.
9. Window awnings supported by an exterior wall which do not project more than 54 inches (1372 mm) from the exterior wall and which do not require additional support.
10. Decks not exceeding 200 square feet (18.58 m²) in area, that are not more than 30 inches (762 mm) above grade at any point, are not attached to a dwelling and do not serve the exit door required by Section R311.4. Decks that provide access to a pool shall require a building permit regardless of the size. Please keep in mind that a zoning permit is required.
11. Repairs that are limited to 25 percent of roof covering and building siding within one calendar year.

Electrical:

1. Listed cord-and-plug connected temporary decorative lighting.
2. Reinstallation of attachment plug receptacles but not the outlets therefor.
3. Replacement of branch circuit overcurrent devices of the required capacity in the same location.
4. Electrical wiring, devices, appliances, apparatus or equipment operating at less than 25 volts and not capable of supplying more than 50 watts of energy.
5. Minor repair work, including the replacement of lamps and fuses or the connection of approved portable electrical equipment to approved permanently installed receptacles.

Gas:

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

Mechanical:

1. Portable heating appliances with a self-contained fuel supply.
2. Portable ventilation appliances.
3. Portable cooling units.
4. Steam, hot or chilled water piping contained within any heating or cooling equipment regulated by Chapters 18 to 24, inclusive, of this code.
5. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
6. Portable evaporative coolers.
7. Self-contained refrigeration systems containing 10 pounds (4.54 kg) or less of refrigerant or that are actuated by motors of 1 horsepower (746 W) or less.
8. Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

Plumbing:

1. The stopping of leaks in drains, water, soil, waste or vent pipe; provided if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in Sections R105 and R109 of this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

R105.2.1 Emergency repairs. Where equipment replacements and repairs must be performed in an emergency situation, the permit application shall be submitted within the next working business day to the building official.

R105.2.2 Repairs. Application or notice to the building official is not required for ordinary repairs to structures, replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles. Such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load-bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include addition to, alteration of, replacement or relocation of any water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety.

R107.1 General. The building official may issue a permit for temporary structures and temporary uses. Such permits shall be limited as to time of service, but shall not be permitted for more than 180 days. The building official may grant a single 180-day extension for demonstrated cause.

Exceptions: The following shall be exempt from permit requirements:

1. Tents used exclusively for recreational camping purposes.
2. Tents less than 350 square feet in total area.
3. Tents 900 square feet and smaller in total area when occupied by fewer than 50 persons that have no heating appliances and no installed electrical service, and are erected for fewer than 72 hours.