



Town of East Hartford
Department of Permits and Inspections
740 Main Street, East Hartford, Connecticut 06108
Tel: (860) 291-7340

COMMERCIAL BUILDING PERMIT PROCEDURE

For Tenant Fit-Out, New Business, New Commercial Construction and Residential Three+ Family

Note: A Zoning Permit Application for tenant fit-out is required in order to occupy a commercial space, even if no construction work is done

Commercial construction projects require submission of a **Building Permit**. Permit applications can only be submitted in the office or on the East Hartford Online Permitting portal

<https://easthartfordct.portal.opengov.com/>. Select 'Department of Permits and Inspection's, then select 'Building Permit'.

- 1) **Development and Planning:** For any project involving new construction or additions you should consult the Town Planner to determine if an application to the Planning and Zoning Application is required. If Planning and Zoning Commission approval is required, no Building Permit can proceed until approval is granted.
- 2) **Inland Wetlands:** For any permit involving grading, clearing, paving, or new building construction within 100 feet of a wetland or water course Wetlands Permits may be required. Please contact the Wetlands Agent to determine if a permit is required.
- 3) **Zoning Permit:** Building Permit applications will automatically include a Zoning Permit Application for any project which requires exterior construction or any activity specifically regulated by the Town's Zoning Regulations. For tenant fit-ups or occupancy of a commercial space where no Building permit may be required, a separate Zoning Permit Application will need to be submitted. Zoning Permit applications must be made online on the East Hartford OpenGov Portal.
 - a. **Fee:** \$50 commercial fee assessed online
 - b. **Site Plan:** Site Plan drawn to scale detailing the location of existing and proposed structures, the location of all property lines, and the dimensions from the proposed structure to any property lines and between buildings. In certain instances, site plans may be drawn by hand using existing surveys or the Town's GIS Map portal. In other instances, new A-2 Surveys may be required.
 - c. **Floor Plan:** Detailing the dimensions and location of all proposed businesses uses.
- 4) **Other Departmental Review:** Please note, additional review will be necessary for certain projects. You may be required to secure permit approvals from these Departments prior to the Building Department's issuance of their permit. It is recommended you reach out to them in advance of a Building Permit submission to determine if separate permits will be required.
 - a. **Health Department:** Approval required if you are proposing to open a restaurant, cafeteria, or food service OR if you are proposing to open a beauty salon or nail salon OR if the property has an on-site septic system or drinking water well.
 - b. **Engineering Department:** If you are proposing to construct a driveway or make a driveway or parking area alteration, or conduct work in the state/local right-of way.
 - c. **Metropolitan District Commission (MDC):** If you are proposing a new connection to sanitary sewer, contact MDC to obtain a separate permit.

- 5) **Fire Marshall:** All commercial properties require Fire Marshall approval. This approval will be added to your Building Permit in the OpenGov Application Portal.
- 6) **Trade Permits:** Do not submit a Trade Permit for a project if the above requirements have not been checked.
- 7) **Building Department Review** the following information is required:
- A plan must be submitted showing detailed information such as size and dimensions, framing members, beams, supports, material specifications and any other information that provides an accurate description of the proposed work.
 - Architectural Plans and Floor Plans should be included with any permit application.
 - For any project above 5,000 square feet, stamped architectural plans by a Connecticut Licensed Architect are required.
 - Applicant shall provide an estimated permit value. Permit valuations shall include the total value of work, material, and labor for which the permit is being issued.
 - Contractor needs to upload a copy of license, workman's compensation and certificate of insurance.
 - See [Fee Schedule](#) for current fees. Major credit cards and e-checks are accepted online. Checks are also accepted and must be made payable Town of East Hartford.