



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

1-2 FAMILY RESIDENTIAL BUILDING PERMIT PROCEDURE

Additions, Alterations, and New Construction

Most residential construction projects require submission of a **Building Permit**. Permit applications can only be submitted on the East Hartford Online Permitting portal <https://easthartfordct.portal.opengov.com/>. Select 'Department of Permits and Inspection's, then select 'Building Permit'.

- 1) **Zoning Permit**: Building Permit applications will automatically include a Zoning Permit Application for any application which requires exterior construction or any activity specifically regulated by the Town's Zoning Regulations such as installing an apartment or additional dwelling.
 - a. **Fee**: \$25 residential 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.
- 2) **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. **Inland Wetlands Agent Review**: For any permit involving work within 100 ft of a wetland or water course Wetlands Permits may be required.
 - b. **Health Department**: If the property has an on-site septic system or drinking water well.
 - c. **Engineering Department**: If you are proposing to construct a driveway or make a driveway alteration, or conduct work in the state/local right-of way.
 - d. **Metropolitan District Commission (MDC)**: If you are proposing a new connection to sanitary sewer, contact MDC to obtain a separate permit.
- 3) **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 specifications and any other information that provides an accurate description of the proposed work.
 - 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 are accepted online or check made payable Town of East Hartford