

Effective October 18, 2019



Guilford Building Department Permit Fees

Guide to obtaining a building permit for single family dwellings

What do I need a permit for?

- Any structure being added outside the current footprint of your house. This includes: home additions, pools, garages, fences, sheds, tents, generators, solar panels, decks, patios, etc.
- Internal renovations or anything inside your house that requires moving, adding, removing, or replacing walls, floors or ceilings.
- Replacing, moving, or adding doors, windows, exterior siding, roofs, rooftop solar panels, or dormers.
- Electrical work
- Most Plumbing work
- Heating and Cooling work
- Demolishing or building a new house.

Building Permit Approval

All permit applications circulate through various town offices for review and approval, depending on scope of work. Example: A New House application would require review by the following departments:

Zoning Officer

Inland/Wetlands Official (also reviewing erosion and storm water controls)

Health Department (Septic system)

Engineering (Flood Hazard Area Zone)

Fire Marshall (Commercial and Wood Stove)

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Building Official

After each department has approved the application and the appropriate fee is paid a building permit number is assigned, a permit placard is issued to post at the building site and construction can begin.

Depending on the level of complexity the approval process can take several weeks.

Permit Completion

Completed building projects result in a Certificate of Occupancy for habitable space and a Certificate of Completion for other projects. The applicant must request a final inspection. Zoning compliance is required in order for the Building Official to sign the certificate. Certificates must be signed in person by the applicant / owner at the Building Department office.

Building Code

Building codes have evolved over many years as a way to ensure that construction projects yield safe and reliable structures. The [Connecticut State Building Code](#) recognizes the International Code Council as the source of standards for construction projects in Connecticut.

Inspections

Once construction begins inspections are required at specific points in the construction process. (See Typical Building Inspections below.) These inspections are often necessarily sequential, and continuing work may have to wait for approval of a completed part of the project, so arranging inspections can be critical to the timing of the entire project.

The responsibility to call for inspections falls to the individual who signed the permit application. For inspections inside an existing home, someone has to be present on site to admit the building official. Inspections can be scheduled by phoning the department number above during business hours. Licensed sub-contractors may arrange inspection for their work, but each applicant should be clear on who will schedule the inspections and at what point in the process.

Required Inspections

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Required Inspections per International Residential Code [IRC].

R109.1.1 - **Foundation inspection.** Inspection of the foundation shall be made after poles or piers are set or trenches or basement areas are excavated and any required forms erected and any required reinforcing steel is in place and supported prior to the placing of concrete. The foundation inspection shall include excavations for thickened slabs intended for the support of bearing walls, partitions, structural supports, or equipment and special requirements for wood foundations.

R109.1.2 - **Plumbing, mechanical, gas and electrical systems inspection.** Rough inspection of plumbing, mechanical, gas and electrical systems shall be made prior to covering or concealment, before fixtures or appliances are set or installed, and prior to framing inspection.

- Exception: Backfilling of ground-source heat pump loop systems tested in accordance with Section M2105.1 prior to inspection shall be permitted.

R109.1.3 - **Floodplain inspections.** For construction in flood hazard areas as established by Table R301.2(1), upon placement of the lowest floor, including basement, and prior to further vertical construction, the building official shall require submission of documentation, prepared and sealed by a registered design professional, of the elevation of the lowest floor, including basement, required in Section R322.

R109.1.4 - **Frame and masonry inspection.** Inspection of framing and masonry construction shall be made after the roof, masonry; framing, fire-stopping, draft-stopping and bracing are in place and after the plumbing, mechanical and electrical rough inspections are approved.

R109.1.5 **Other inspections.** In addition to inspections in Sections R109.1.1 through R109.1.4, the building official shall have the authority to make or require any other inspections to ascertain compliance with this code and other laws enforced by the building official.

- R109.1.5.1 **Fire-resistance-rated construction inspection.** Where fire-resistance-rated construction is required between dwelling units or due to location on property, the building

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official shall require an inspection of such construction after lathing or gypsum board or gypsum panel products are in place, but before any plaster is applied, or before board or panel joints and fasteners are taped and finished.

R109.1.6 - **Final inspection.** Final inspection shall be made after the permitted work is complete and prior to occupancy.

- R109.1.6.1 **Elevation documentation.** If located in a flood hazard area, the documentation of elevations required in Section R322.1.10 shall be submitted to the building official prior to the final inspection.

Required Inspections per International Building Code [IBC]

110.2 - **Preliminary inspection.** Before issuing a permit, the building official is authorized to examine or cause to be examined buildings, structures and sites for which an application has been filed.

110.3.1 - **Footing and foundation inspection.** Footing and foundation inspections shall be made after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, any required forms shall be in place prior to inspection. Materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with ASTM C 94, the concrete need not be on the job.

110.3.2 - **Concrete slab and under-floor inspection.** Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.

110.3.3 - **Lowest floor elevation.** In flood hazard areas, upon placement of the lowest floor, including the basement, and prior to further vertical construction, the elevation certification required in Section 1612.5 shall be submitted to the building official.

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110.3.4 - **Frame inspection.** Framing inspections shall be made after the roof deck or sheathing, all framing, fire blocking and bracing are in place and pipes, chimneys and vents to be concealed are complete and the rough electrical, plumbing, heating wires, pipes and ducts are approved.

110.3.5 - **Lath, gypsum board and gypsum panel product inspection.** Lath, gypsum board and gypsum panel product inspections shall be made after lathing, gypsum board and gypsum panel products, interior and exterior, are in place, but before any plastering is applied or gypsum board and gypsum panel product joints and fasteners are taped and finished.

- Exception: Gypsum board and gypsum panel products that are not part of a fire-resistance-rated assembly or a shear assembly.

110.3.6 - **Fire- and smoke-resistant penetrations.** Protection of joints and penetrations in fire-resistance rated assemblies, smoke barriers and smoke partitions shall not be concealed from view until inspected and approved.

110.3.7 - **Energy efficiency inspections.** Inspections shall be made to determine compliance with Chapter 13 and shall include, but not be limited to, inspections for: envelope insulation R- and U-values, fenestration U-value, duct system R-value, and HVAC and water-heating equipment efficiency.

110.3.8 - **Other inspections.** In addition to the inspections specified in Sections 110.3.1 through 110.3.7, the building official is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of this code and other laws that are enforced by the department of building safety.

Typical Building Inspections in Guilford

All inspections shall be by appointment. Please call the Building Department to request inspection is needed. Contractor responsible for said work must be present at inspection.

1. Footings with forms in place. (Concrete pads also have forms.)

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2. Standpipe for radon to be installed.
3. Under coating for waterproofing. After foundation is tarred, it is to be covered with waterproof material (all basements).
4. Curtain drains.
5. Footing drains shall be covered with an approved filter membrane material (not tar paper).
6. Fill to be put around foundation.
7. Sill plates to be anchored - inspection when decking put down.
8. Structural inspection before mechanicals installed. Check nailing of exterior plywood. Window and doors to have 15# felt all four sides. No paper wrap on building. (Sheetrock ceiling before placing soffits and putting up cabinets.)
9. Temporary electrical service.
10. Rough plumbing (water test on drainage piping, air test on supply piping).
11. Rough electrical.
12. Rough heat and A/C - HVAC.
13. Insulation (no insulation in house before house is weather-tight).
14. Permanent electric service may be installed.
15. Final inspection for certificate of occupancy.

New houses or additions/alterations that will have a fireplace will require a fireplace/stove/chimney permit and inspections.

New Codes Effective October 1, 2018

2015 International Residential Building Code

2015 Supplemental International Residential Building Code

2015 Rescheck Code

2015 Comcheck Code

2015 International Energy Code

2017 National Electrical Code - NFPA 70

2015 International Mechanical Code

2015 International Plumbing Code

2015 International Building Code

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2009 A117.1 Accessibility Standard

2015 International Swimming Pool and Spa Code