

Town of Portland, Connecticut
Online Permitting System
RFQ # 2024-08
Addendum #2

RFQ deadline has been extend from January 17th at 2:00 pm to January 31st at 2:00 pm.

SUBMITTAL INSTRUCTIONS:

Interested firms or individuals should submit one (1) original statement of qualifications with five (5) printed copies and one (1) electronic copy on or before 2:00 p.m. on January 31, 2024 to:

Town of Portland
Attn: Tom Robinson, Director of Finance
33 East Main Street
Portland, CT 06480

Qualifications should be labeled "RFQ 2024-08 Town of Portland Online Permitting System."
RFQ responses arriving late or not meeting these minimum requirements may be disqualified. Faxed or electronically mailed (e-mailed) proposals will be deemed non-responsive and will not be accepted.

Responses to Questions received:

Questions received from Ryan Anderson, CivicPlus

What data from CAMA does the client desire to be in CP?

1. Would you like GIS map viewing in the new software?
2. Can ArcGIS restful endpoints be made available for each desired layer?
3. Can an ArcGIS restful endpoint be made available for parcels?
4. Can an ArcGIS restful endpoint be made available for buildings?
5. Please provide a directory of ArcGIS restful endpoints.
6. Does the ArcGIS feature layer for parcels contain accurate owner and occupant data?
7. If the answer to #5 is no, what data source would it be, and in what form can the data be provided?

PROJECT DETAILS – General Ledger Export

1. Would you like the software to create an export file for importing an accounting product?
2. Please describe the ability for the accounting software to import.
3. Please provide an example file layout required for import to the accounting software.
4. What is the preferred method to transfer transactional data to accounting software?
5. For #4, please provide detailed specifications.

PROJECT DETAILS – Land Management

1. Would you like GIS map viewing in the new software?
2. Can ArcGIS restful endpoints be made available for each desired layer?
3. Can an ArcGIS restful endpoint be made available for parcels?
4. Can an ArcGIS restful endpoint be made available for buildings?

5. Please provide a directory of ArcGIS restful endpoints.
6. Does the ArcGIS feature layer for parcels contain accurate owner and occupant data?
7. If the answer to #5 is no, what data source would it be, and in what form can the data be provided?

PROJECT DETAILS – General Ledger Export

1. Would you like the software to create an export file for importing an accounting product?
2. Please describe the ability for the accounting software to import.
3. Please provide an example file layout required for import to the accounting software.
4. What is the preferred method to transfer transactional data to accounting software?
5. For #4, please provide detailed specifications.

PROJECT DETAILS – Credit Card Processing

1. Would you like the software to process credit card transactions?
2. Would you be open to an integrated and pre-configured gateway?
3. If the answer to #3 is no, please describe the desired method.
4. Does the organization absorb or pass on card convenience fees?

PROJECT DETAILS – Codes

1. Would you like Ordinances and ICC codes available in your inspection software?
2. Who publishes your code of ordinances?
3. What building, trade, and fire codes have you adopted?
4. How many titles from <https://shop.iccsafe.org/> would you like access to?
5. How many users would access the ICC titles?

PROJECT DETAILS – Devices and Connectivity

1. Is cellular connection adequate to support mobile inspections?
2. Would you like to perform inspections offline without a cellular connection?

PROJECT DETAILS – Reporting

1. Please describe the type of reports required.
2. What output format is required for reporting?
3. Would you be able to provide examples of desired reports?

PROJECT DETAILS – Departments

1. List the departments requiring a dedicated workspace in the Permits module.
2. List the departments requiring a dedicated workspace in the Planning & Zoning module.
3. List the departments requiring a dedicated workspace in the Code Enforcement module.
4. List the departments requiring a dedicated workspace in the Licensing module.
5. List the departments requiring a dedicated workspace in the Fire & Safety Module.

PROJECT DETAILS – Application Forms

1. List by department workspace in the Permits module the application forms required.
2. List by department workspace in the Planning & Zoning module the application forms required.
3. List by department workspace in the Licensing module the application forms required.

PROJECT DETAILS – Output Documents

1. List by department workspace in the Permits module the output documents required.
2. List by department workspace in the Planning & Zoning module the output documents required.
3. List by department workspace in the Code Enforcement module the output documents required.
4. List by department workspace in the Licensing module the output documents required.

5. List by department workspace in the Fire & Safety module the output documents required.

PROJECT DETAILS – Digital Checklists

1. How many different digital inspection checklists are required in the Permits module?
2. How many different digital checklists are required in the Planning & Zoning module?
3. How many different digital inspection checklists are required in the Code Enforcement module?
4. How many different digital inspection checklists are required in the Licensing module?
5. How many different digital inspection checklists are required in the Code Enforcement module?
6. How many different digital inspection checklists are required in the Fire & Life Safety module?

PROJECT DETAILS – Data Import

1. List by department workspace in the Permits module the legacy data to be imported.
2. List by department workspace in the Planning & Zoning module the legacy data to be imported.
3. List by department workspace in the Code Enforcement module the legacy data to be imported.
4. List by department workspace in the Licensing module the legacy data to be imported.
5. List by department workspace in the Fire & Safety module the legacy data to be imported.
6. Would you be able to format and cleanse the data before import?
7. Would you prefer the vendor to format and cleanse the data before import?
8. Would you be able to provide a copy of all legacy data for review?
9. For all potential data imports provide details about the source and content types to be migrated.

PROJECT DETAILS – Contractors

1. Is a fee charged for contractors to register and renew?
2. Is a contractor registration database available for import? If so, please describe.

PROJECT DETAILS – Permits

1. Provide a list of permit types by department workspace.
2. Provide a list of permit inspection types by department workspace.
3. Provide the permit fee schedule.
4. Provide examples of desired output documents.

PROJECT DETAILS – Planning

1. Provide a list of planning project types by department workspace.
2. Provide the planning fee schedule.
3. Provide examples of desired output documents.

PROJECT DETAILS – Licensing

1. Provide a list of license types by department workspace.
2. Provide the license fee schedule.
3. Provide examples of desired output documents.
4. Please provide a list of renewable permits, registrations, and licenses.
5. Describe the type and frequency of inspections related to use cases in #4.

PROJECT DETAILS – Code Enforcement

1. Provide a list of complaint types by department workspace.
2. Provide a list of case types by department workspace.
3. Provide a list of violation types by department workspace.

4. Provide the fine and fee schedule.
5. Provide examples of desired output documents.

PROJECT DETAILS – Fire & Life Safety

1. Provide a list of fire inspection types by department workspace.
2. Provide a list of life safety inspection types by department workspace.
3. Provide a list of equipment types that would be related to inspection types.
4. Provide the fine and fee schedule.
5. Provide examples of desired output documents.

PROJECT DETAILS – Plans Review

1. Are you currently licensing Bluebeam REVU for plan review?
2. Would you like Bluebeam REVU to be integrated into your Permit and Planning software?

PROJECT DETAILS – Automation and Integrations

1. Describe mandatory automation.
2. Describe desired automation.
3. Describe mandatory integrations
4. Describe desired integrations.
5. For any integration, please provide technical details for connection and data transfer.

PROJECT DETAILS - Funding and Timeline

1. What is the desired Go-Live date for the entire project?
2. We noticed the request did not specify the need for a budget, will we need a quote prepared as a part of our response?
3. What is the budget for this project?

Answers to Ryan Anderson, CivicPlus

What data from CAMA does the client desire to be in CP?

1. A link to our future online GIS system from the permitting software is sufficient.
2. Unknown at this time.
3. Unknown at this time.
4. Unknown at this time.
5. Unknown at this time.
6. Yes
7. A link to our future online GIS system from the permitting software is sufficient.

PROJECT DETAILS – General Ledger Export

1. The product should be compatible with Innoprise and be able post to the ledger and generate reports to map to financial system.
2. Unknown
3. Unknown
4. The product should be compatible with Innoprise and be able post to the ledger and generate reports to map to financial system.
5. Unknown

PROJECT DETAILS – Land Management

See answers above as these questions are the same as prior ones.

PROJECT DETAILS – General Ledger Export

See answers above as these questions are the same as prior ones.

PROJECT DETAILS – Credit Card Processing

1. Yes
2. Unknown but possibly if it works with our systems.
3. This is question #3 so not sure what you're referring to.
4. I believe we would pass on the credit card fee to the applicant.

PROJECT DETAILS – Codes

1. That is not a prerequisite but that feature would be nice and if possible, that would be desirable.
2. Our ordinances are on Municode
3. The current CT State Building code and CT State Fire Safety Code. I'm not sure what you mean by trade.
4. Please present the available titles in your RFQ and the town can decide if this enhances your qualifications to provide an online permitting system.
5. 3-4 users for ICC titles depending on cost and viability.

PROJECT DETAILS – Devices and Connectivity

1. Yes
2. Yes, that function would be useful

PROJECT DETAILS – Reporting

1. Please provide the types of reports you can possibly provide and we can then determine if this adds to your firms qualifications.
2. Something that is compatible with Microsoft suite and Innoprise for finance office purposes.
3. No

PROJECT DETAILS – Departments

1. Building, Health, Inland Wetlands, Zoning, Fire Marshal, Town Engineer, and possibly Public Works but that is not required.
- 2,3,4,5. Not sure what your modules entail. You can describe them but the above departments in question 1 are the ones who would use the program. Please provide how they could use this in your RFQ so we can see how this enhances the qualifications of your program.

PROJECT DETAILS – Application Forms

- 1, 2, 3. Please provide how your applications forms differentiate your firm your peers and how they make your firm the most qualified.

PROJECT DETAILS – Output Documents

- 1, 2, 3, 4, 5. Please provide how your output documents differentiate your firm your peers and how they make your firm the most qualified. Output documents the town is definitely looking for our to interact with Innoprise for the ability to post to the ledger and generate reports to map to financial system. We would also like output documents of permits and payments.

PROJECT DETAILS – Digital Checklists

1, 2, 3, 4, 5, 6. Please provide how your checklists differentiate your firm your peers and how they make your firm the most qualified. The Town does not know how many of each checklist will be required and will work with the most qualified firm in creation of the permitting workflow to determine this.

PROJECT DETAILS – Data Import

1, 2, 3, 4, 5, 6, 7, 8, 9. The Town does not have data to import as we have a legacy paper permitting system. The Town is currently having our paper files digitized and housed in Laserfiche.

PROJECT DETAILS – Contractors

1. That is currently undecided . Please provide information about the options The Town would have for this fee and the potential costs associated with not having it.

2. No

PROJECT DETAILS – Permits

1, 2, 3, 4. I have attached at the end of the addendum all our paper permits with the various types on them. There are multiple different types as you can see by the various permits provided. The fee schedules are included in them. We do not have example output documents as we are all paper but we would need the ability to provide a CO as well as an approval or denial output document. Please provide information on your permitting that makes your firm the most qualified.

PROJECT DETAILS – Planning

1. This would be the same as the planning details above.

PROJECT DETAILS – Licensing

1, 2, 3, 4, 5. I do not know what you mean by license types or license fee schedule or the desired outputs from them. Please provided how your lcsing framework would be the most qualified and how this provides the town the most qualified vendor.

PROJECT DETAILS – Code Enforcement

1. Zoning handles zoning complaints, Building handles building and blight, Inland Wetlands has wetland complaints and we take in Noise complaints to the police and planning/zoning.

2, 3, 4, 5. We will not be providing all this information as it does not help up determine how your firm and product are the most qualified. Please describe how your code enforcement tools make your firm and online permitting software the most qualified.

PROJECT DETAILS – Fire & Life Safety

1, 2, 3, 4, 5. We will not be providing all this information as it does not help up determine how your firm and product are the most qualified. Please describe how your Fire & Life Safety tools make your firm and online permitting software the most qualified.

PROJECT DETAILS – Plans Review

1. No

2. If possible. Please describe how possibly including Bluebeam makes your firm the most qualified for The Town's online permitting system.

PROJECT DETAILS – Automation and Integrations

- 1, 2, 3, 4, 5. The Town would like automated workflow. Please describe how your workflow and potential automation make your firm the most qualified.

PROJECT DETAILS - Funding and Timeline

1. Sometime in 2024 but the sooner the better.

2. A budget is not required for an RFQ. We are looking for the most qualified firms before requesting an RFP from a shortlist from this.

3. We are not disclosing this at this time.

Application # _____

Form Prepared 9/8/84
Revised to: 11/09

**TOWN OF PORTLAND
INLAND WETLANDS COMMISSION**

1. Applicant's Name: _____
Phone: Home _____ Work _____
Cell _____ Fax _____
2. Address: _____
3. Record Owner's: _____

4. Record Owner's Address: _____

5. Property Street Location: _____
Assessor's Map #: _____ Lot #: _____
6. Deed Reference: Vol. _____ Page _____ (attach copy)
7. Nature of Request: (general) _____

8. Source of Water Supply? _____ Well _____ Municipal
9. Type of Sewage Disposal? _____ Septic _____ Municipal
10. Is property located in a Special Flood Hazard Area? _____
FEMA Flood Zone: _____ Base Flood Elevation: _____
11. Is property located within the Channel Encroachment Lines of the Ct. River? _____
12. Is property within 500 feet of Municipal Boundary? Yes _____ No _____
13. Complete attached chart.

(over for FEES)

Inland Wetland Application
Page 2

14. Submit 12 copies of plan with Application
15. Fees: Add \$60 State DEP Fee to all applications
- | | |
|---------------------------------|--|
| Regulated Use | \$70.00 plus \$55.00 per acre of <u>disturbed</u> wetlands/watercourse or portion thereof on the property |
| Significant Activity | \$260.00 plus \$55.00 per acre of <u>disturbed</u> wetlands/watercourse or portion thereof on the property |
| Modification of Existing Permit | \$60.00 |
| Jurisdictional Ruling | No Charge and No State Fee |
| Agent Approval | \$35.00 |

The applicant understands that this application is to be considered complete only when all the information and documents required by the Commission (or its designated agent) have been submitted.

The undersigned warrants the truth of all statements contained herein and in all supporting documents according to the best of his/her knowledge and belief.

The owner and the applicant hereby grant the Portland Inland Wetland Commission and/or its designated agent permission to enter upon the property for which the approval is requested for the purpose of inspection and enforcement of the Inland Wetland Regulations of the Town of Portland, Ct.

Signature of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____

Agents Action: _____ Date: _____
Approved Denied

Commissions Action: _____ Date: _____
Approved Denied

**TOWN OF PORTLAND, CT.
ZONING PERMIT**

No. _____ Date _____

Location: _____ Zone: _____

Assessor's Map: _____ Lot: _____ Acres: _____

Is this property located within the Town Center Village District Overlay Zone? _____

*If so, please review the **Design Guidelines** for recommendations and speak with the **Land Use Administrator** prior to submission of this application. A consultant's fee for design review is required at that time.*

Property Owner: _____ Email: _____

Address: _____

Phone: (home) _____ (work) _____

(cell) _____ (Fax) _____

Applicant: _____

Address: _____

Phone: (home) _____ (work) _____

(cell) _____ (Fax) _____

New Construction _____ Swimming Pool _____ Addition _____ Sign _____

Excavation _____ Change of Use _____ Other: _____

Wetlands Permit Date & App.#: _____

Subdivision Name: _____

Special Permit Date & App.#: _____ Site Plan Date & App.# : _____

ZBA Date & App.#: _____

Existing Property Use: _____

What are you Proposing: _____

Dimensions of Proposal: Length: _____ Width: _____ Height _____

Existing Building Coverage: _____ % Proposed Building Coverage: _____ %

Number of Stories: _____



Request for Environmental Health Services
(effective July 1, 2023)

Application # _____ Town _____

Property Location _____ Map _____ Block _____ Lot _____

Applicant _____ Daytime Phone _____

Address _____

Applicant's Signature _____ Date _____

Property Owner _____ Daytime Phone _____

Address _____

Owner's Signature _____ Date _____

Email Address _____

		Check# or Cash
Soil Testing ONE Lot (up to 5 Test Holes)	\$160	_____
B100 Soils Testing or WTW Soils Testing (max 2 holes)	\$90	_____
Additional Test Holes (per hole)	\$40	_____
Septic Re-inspection Fee - work not ready for inspection/work not approvable (3 rd request)	\$90	_____
Confirmation Perc Test in Select Fill, NCMLSS, Site-Suitability	\$85	_____
New Construction Building Permit Review (Septic)/Required Engineered System Plan Review or B100a (includes 1 revision)	\$145	_____
Revised New Construction or Required Engineered Plan Review, fee applied per revision >1	\$65	_____
New Construction Building Permit Review (Sewered Lot With Well)	\$80	_____
Subdivision Review With Septic per Lot (includes 1 revision)	\$125	_____
Revised Subdivision with Septic per Lot, fee applied per revision >1	\$65	_____
Subdivision Review Sewered With Well per Lot (includes 1 revision)	\$100	_____
Revised Subdivision Review Sewered Lot With Wells, fee applied per revision >1	\$75	_____
Stand Pipe Monitoring/lot	\$220	_____
DPH Exception Review Submission	\$110	_____
DEEP Septic System Inspection, and per Inspection for other required Inspections	\$500/80	_____
Daycare Inspection	\$105	_____
Public Pool Permit & Inspection	\$110	_____
Re-inspection of Public Pool	\$110	_____
Pool Inspection fee late payment (due 60 days after notice)	\$55	_____
Bathing Water Sampling/Sample	\$50	_____
Campground Inspection	\$135	_____
Campground & Public Pool Inspection	\$195	_____
Real Estate/Mortgage/Bank Letter	\$55	_____
Other Inspections – State Required Inspections (as requested for private schools, group homes, funding, etc...)	\$100	_____
Miscellaneous Environmental Services (Hourly Rate)	\$60	_____

Application # _____



Town: _____

Serving the Towns of Colchester, East Haddam, East Hampton, Hebron, Marlborough & Portland

19-13-B100a Application Page 1

Activity

Fee (Cash or Check #)

- 1. Building Conversion (winterization) or Change in Use (increase in flow or use) \$75 _____
- 2. Building Addition
- 3. Garages/Accessory Structures (decks, shed $\geq 200\text{ft}^2$), Below or Above Ground Pools
- 4. Sewage Disposal Area Preservation (lot splits,

Address of Property: _____

Owner's Name: _____ Email address: _____

Phone: () _____ Mailing Address: _____

Applicant Name (if other than owner): _____ Email address: _____

Phone: () _____ Applicant's Mailing Address: _____

Describe (in detail) Proposed Activity: _____

Required Information

1. **Pump Out Report:** Provide a **Septic Tank Pump Out Report/Septic Tank Cleaning Report with this Application, no older than 5 years old, from a Chatham Health District (CHD) Registered Cleaner.** The Registered Cleaners List and Septic Tank Cleaner Permit (form to be completed by the Registered Cleaner) is located on the CHD website at <https://www.chathamhealth.org/forms-applications>. If the property has a valid CHD Permit to Discharge from the last 5 years, a Septic Tank Cleaning Report is not required. The purpose of the report is to meet the Chatham Health District Wastewater Pumping and Permit to Discharge Regulation and identify any failed or malfunctioning septic systems. Failure to provide a Pump Out Report or Permit to Discharge within the last 5 years will result in denial of applications under Section 19-13-B100a and the CHD Regulation, until said items are submitted and approved.
2. **Plot Plan:** Applicant must attach a detailed drawing showing property lines and dimensions, exact location and size of existing and proposed structures, including accessory structures, and all site features. Features such as driveways, well and septic system(s), drains and watercourses along with soil and percolation data and Code Complying Area (area where the system could be replaced) must all be included.
3. **Building Plan:** Attach a sketch/floor plan of the existing and proposed structure(s), addition(s) and/or renovation(s) with all rooms labeled according to their existing and proposed designated use.

Note: Soil test data [test pit(s) and/or percolation test(s)] is **required** for the review of this application. *If soil data is not available on file for this application, you will need to schedule an appointment with the Health District for soil test data collection.* Please provide the proper equipment to conduct the soil test data collection (i.e. machine to excavate test pit(s) and water to conduct percolation test(s)). An additional fee is required for this testing. Please schedule soil test data collection as soon as possible to avoid delays in processing your application.

Owner or Applicant Signature: _____ Date: _____

CHATHAM HEALTH DISTRICT
19-13-B100a Review Page 2

For Office Use ONLY: Answer all pertinent questions and complete Calculation Summary section.

1. Building Conversion, Change in Use:

- | | | |
|--|-----|----|
| a. Does a Code-Complying Area exist? | Yes | No |
| b. Is there More than a 50% increase in the design flow? | Yes | No |

2. Building Addition:

- | | | |
|---|-----|----|
| a. Does a Code-Complying Area exist? | Yes | No |
| b. Does the size of the replacement system shown on the design plan or sketch provide a minimum of 50% of the required effective leaching area per the Technical Standards? | Yes | No |
| c. Does the size of the replacement system shown provide a minimum of 50% of the required Minimum Leaching System Spread (MLSS) per the Technical Standards? | Yes | No |
| d. Does the proposed design require an exception to Section 19-14-B103d (a) (3) of the Regulations of Connecticut State Agencies, regarding separation distances to wells? | Yes | No |
| e. Does the addition reduce the potential repair area? | Yes | No |
| f. Does the addition increase the design flow of the building? | Yes | No |
| g. Is there more than a 50% increase in the design flow? | Yes | No |
| h. Does the separation distance with Table 1 in Section II of the Technical Standards? | Yes | No |

3. Garages/Accessory Structures, Below or Above Ground Pools:

- | | | |
|---|-----|----|
| a. Does a Code-Complying Area exist? | Yes | No |
| b. Does the structure reduce the potential repair area? | Yes | No |
| c. Does the separation distance comply with Table 1 in the Technical Standards? | Yes | No |

4. Sewage Disposal Area Preservation:

- | | | |
|--|-----|----|
| a. Does a Code-Complying Area exist? | Yes | No |
| b. Does the relocated lot line violate Subsection (d) of Section 19-13-B103d of the Regulations of the Connecticut State Agencies that requires that each subsurface sewage disposal system shall be located on the same lot as the building served? | Yes | No |

Calculation Summary

Septic Tank Pumped Out Report submitted or Up-to-date Permit to Discharge on file: Yes No

Effective Leaching Area calculations attached/done: Yes No

Effective Leaching Area calculations: _____

MLSS calculations attached/done: Yes No N/A

MLSS calculations: HF: _____ FF: _____ PF: _____ MLSS: _____

Code Complying Area/PRA design plans or sketch attached or on file: Yes No

Confirmatory soil testing required: Yes No

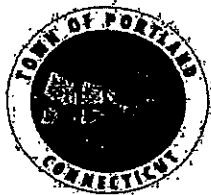
Soil testing attached or on file: Yes No

Approved: _____ Yes No

Reviewed by: _____ Title: _____ Date: _____

Comments: _____

Rev 6/14/23



TOWN OF PORTLAND

P.O. Box 71, 33 East Main Street, Portland, CT 06480

Phone: 860-342-6727 Fax: 860-342-6787

BUILDING PERMIT APPLICATION

WORK NOT TO COMMENCE UNTIL PERMIT IS OBTAINED.

Permit number _____

Project Location Information:

Property Address _____ Parcel ID _____ Map _____ Lot _____

Property Owner's Name _____ Phone _____ Cell _____

Property Owner's Mailing Address _____ Email Address _____

Applicant /Contractor Information: CRS# (if applicable) _____

Name/Business Name _____ Phone _____ Cell _____

Applicant/Contractor's Mailing Address _____ Email Address _____

CT DCP License # _____ Proof of Worker's Compensation Coverage (Form 7-A, 7-B, 7-C)

Certification I hereby certify that I am: the property owner or the authorized agent of the owner of record for the referenced property for the proposed work as described on this application and accompanying documents. I agree to conform and abide by all applicable laws, codes, ordinances, and regulations adopted by the Town of Portland. All information contained within is true and accurate to the best of my knowledge and belief.

Signature _____ Date _____

Permit Type Commercial Residential Building Electrical Plumbing Mechanical

Description of work _____

Check applicable Septic system Well water Town sewer Town water

Proposed use _____ Occ. Load _____ Estimated Cost \$ _____

Number of rooms _____ Bedrooms _____ Bathrooms _____ 3 or more family Yes No
If yes, route to F.M.

Attach plans for floor plan changes or equipment location.

B _____	TE _____
Z _____	CO _____
S _____	
Permit Fee Total \$ _____	
Date Paid: _____	
Cash Check# _____	

**Fees calculated at \$25 for the first thousand, \$15 for each thousand thereafter Effective 4/1/2020*

Other department approval CHD _____ Zoning _____ FM _____ DPW _____ IW _____
(Circle applicable, initial when approved)

Application Approved Denied _____ Building Official _____ Date _____

Date received stamp

Tax stamp



TOWN OF PORTLAND

P.O. Box 71, 33 East Main Street, Portland, CT 06480

Phone: 860-342-6727 Fax: 860-342-6787

BUILDING PERMIT APPLICATION

You, the owner, agent, or applicant, are responsible to call the building department at 860-342-6727 or 860-342-6728 for all required inspections, including final inspection, prior to occupancy.

MINIMUM REQUIRED INSPECTIONS:

Soil/footings: Forms in place prior to placing concrete

Foundations: Rebar inspection

Backfill: Forms stripped, water-proofing applied, and drains installed

Underslab: Rough electrical, mechanical, and plumbing with appropriate tests
Vapor barrier in place prior to concrete placement

Electrical, plumbing, and mechanical: Rough-in, tests, and fire-stopping

Framing: Have truss specification sheets on site, also includes fire/draft blocking and stopping systems

Insulation: Prior to drywall

Acoustical ceiling: Grid installed, fixtures supported, all trades utilizing space completed, prior to installation of tiles.

Final inspection: All trade work completed and final testing of systems has been witnessed and approved by the Authority Having Jurisdiction.

Other comments: _____

CERTIFICATION OF COMPLIANCE/USE This is to certify that the work on this structure as described in this permit is complete and in substantial compliance with the Connecticut State Building Code as amended in 2018.

Property Address _____ Permit Number _____

Building Official

Date of Occupancy or Use