



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# _____

For Town Use Only

***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



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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 (and rebar if indicated on plan) prior to placing concrete
Foundations:	Rebar inspection
Backfill:	Forms stripped, water-proofing applied, and footing drains installed
Under slab:	Rough electrical, mechanical, and plumbing with appropriate tests Radon mitigation (if provided) installed Vapor retarder in place All prior to concrete placement
Electrical:	Rough-in, tests, and fire-stopping
Plumbing:	Rough-in, tests, and fire-stopping
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.

Underground storage tank removal: Notify the Fire Marshal's Office (860-262-7223) prior to removal

Other comments: _____

