



FOR OFFICE USE ONLY:

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**APPLICATION FOR BUILDING CONVERSION, BUILDING ADDITION
 OR ACCESSORY STRUCTURE (CT PHC Section 19-13-B100a)**

(Review can take up to 14 days from submission of all required paperwork)

Date: _____ Owners Name: _____

Property Address: _____ Town: _____

Phone #: _____ Email: _____

Submitted By: _____

TYPE OF APPLICATION:

- _____ **Building Conversion, Change in Use (Winterization)** _____ **Building Addition**
 _____ **Accessory Structure (shed, garage, pool, etc.)** _____ **Lot division, Lot Line change**
 _____ **Interior renovation, no increase in bedrooms** *(Submit existing and proposed plans)*

GIVE A BRIEF DESCRIPTION OF PROPOSED ADDITION. (Dimensions; number/type of rooms to be added; above/inground pool; decks; etc.)

Building/Septic Information:

- | | |
|--|--|
| <input type="checkbox"/> Residential _____ Non-Residential _____ | <input type="checkbox"/> # of Bedrooms:
Before Addition _____ After Addition _____ |
| <input type="checkbox"/> Septic System: Yes _____ No _____
Year Installed _____ | <input type="checkbox"/> Footing Drains required? Yes _____ No _____ |
| Septic Tank size (Gals): _____ | <input type="checkbox"/> Soil test data available? Yes _____ No _____
(Soil test data is required to determine if a code complying area is available on the property) |
| <input type="checkbox"/> Private Well _____ Public Water _____ | |

ALL ITEMS BELOW MUST BE ADDRESSED TO REVIEW THE APPLICATION

Provide a Diagram of Proposed Addition with The Following: (Provide copy)

- Plot plan with property lines
- Location of septic tank and leaching system
- Location of house and other structures on property
- Location of wells if applicable
- Area for future repair of septic system (code complying area)
- Existing & Proposed Plans

Fill in the following information:

- Distance from septic tank to proposed addition/structure: _____
- Distance from leaching system to proposed addition/structure: _____

I attest that the information on this application is accurate to the best of my knowledge.

Signed _____
 (Owner or Duly Authorized Representative)

Application Fee Paid _____
 (Approvals only valid for 1 year)