Town of Wolcott OFFICE OF THE BUILDING INSPECTOR

BUILDING PERMIT CONSTRUCTION APPLICATION CHECKLIST

The following items are required				Pg.1
1.	Plans shall be attached to the Online permitting system and one set of legible scaled plans submitted that includes the required information below.			
2.	Site/Plot plan drawn to scale. The plan must show: lot and building setback dimensions; location of footprint of structure (including decks), location of wells/septic systems, utility locations, direction indicator, lot area, building coverage area, and existing structures on site.			
3.	Foundation plan and foundation cross section. Show dimensions, footing and walls, anchor bolt size and locations, hold down locations including portal door frame hold down detail and rebar size and location. If CMU are being used, size of block and reinforcement details shall be shown, slab and concrete strength proposed.			
4.	Floor plan. Show room dimensions and identify rooms and spaces for their proposed use, window sizes, smoke detector and carbon monoxide detector locations, water heater, furnace/boiler location, ventilation fans, plumbing fixture layout, kitchen layout, deck and balconies and attic access location.			
5.	Cross section(s) and details. Show all framing member sizes and spacing such as floor beams, headers, joists, sub-floor, wall construction, roof construction. More than one cross section may be required to clearly portray construction. Show details of all wall and roof sheathing, roofing, roof slope, ceiling heights, siding material, footings and foundation, stairs, fireplace construction, thermal insulation, complete air barrier detail including products to be used.			
6.	Elevation views. Provide elevations for new construction; minimum of 4 elevations for new homes and additions. Exterior elevations must reflect the actual grade. Full size sheet addendums showing foundation elevations with cross-references are acceptable.			
7.	Braced wall lines shall be detailed on the plans along with supporting design documents.			
8.	Floor/roof framing plans are required for all floors/roof assemblies indicating member sizing, spacing and bearing locations. Show location of attic ventilation.			
9.	All LVL beams and headers, I-joists, steel, floor trusses and roof trusses are to be designed by a Connecticut Registered Design Professional. (Engineer or Architect) Note: Beams shall include bearing plates and columns size and type.			

10.	Identify the R-value and type of insulation to be installed that will create the thermal envelope of the building. Include door and window fenestration factors. Additionally, indicate if you are intending to use the prescriptive method from the Energy Conservation Code/Residential Building Code or will be using an alternative method for compliance. (Res-check, Com-check or similar design software.) * Mechanical system permits shall include a heat loss calculation. * If the duct system is not completely within the continuous air barrier and within the thermal envelope the duct system shall be insulated. (See N1103.3.2) * Electrical and communication boxes shall have the air barrier installed behind the boxes or air sealed boxes shall be installed. * HVAC supply and return boots that penetrate the building thermal envelope shall be sealed at the subfloor, wall covering or ceiling penetrated by the boot. * The air barrier installed at the exterior walls adjacent to showers and tubs shall separate the wall from the tub or shower. * Blower door test is required prior to a Certificate of Occupancy being issued. * Duct leakage test is required for all newly installed systems prior to final approval. ** See N1102.4.1.1 for complete air barrier and insulation installation requirements.			
11.	Retaining walls over 4 feet in height measured from the bottom of the footing to the top of the wall or retaining walls that support a surcharge shall be designed and stamped by an engineer.			