

Milford, Connecticut

Permitting Process Overview

This document serves as an introduction to the permitting requirements and policies of the City of Milford. It is not comprehensive and is not intended to substitute for the regulations and codes followed by the city.

1. Is a permit required?

- A permit is required for any construction, alteration, or repairs other than ordinary repairs, as well as any change of use of a property, for example warehouse to retail.

2. Who needs to approve the work?

- **Wetlands** – for any work within the wetland upland review area, as well as certain work in a wetland. Check with our wetlands office to determine whether your property applies.
- **Planning and zoning** – Planning and Zoning regulates the activities allowed on your property and where the structures that contain these uses can be located. Planning and zoning approval is required for anything EXCEPT re-roofing, re-siding, or door/window replacement (except for changes in size or projection, which do require approval) or for minor interior renovations that do not alter the exterior of the structure.
- **Building Inspection** – The Building Inspection Division reviews all construction to ensure that structures are built properly (i.e. “to Code”) and can be occupied safely for their intended purpose. Building approval is required for any work besides “ordinary repairs.” In addition, because code requirements differ depending on how a property is being used, any change of use of a property (such as warehouse to retail) must also be approved even if no alterations are being made.
- **Fire Marshal** approval is required for everything other than one- and two-family dwellings and their accessory structures.
- **Sewer Department** approval is required if the structure is on or will be connected to public sewers.
- **Health Department** approval is required for food establishments or connections to a septic tank, as well as for swimming pools. In addition, the Health Department must approve most projects on properties with a septic system if that project involves digging (e.g., footings for a deck) or will affect the load on the septic system (e.g., expansion of a home).
- **Engineering** Department approval is required for work affecting curbs, sidewalks, and for driveways connecting with the public right-of-way.

3. What is required for submittal?

- Planning and zoning will require three copies of a to-scale **plot plan**. In some cases, a full A-2 survey or a boundary line survey may be required.

- Three copies of construction plans will be needed for the combined planning and zoning and building review. The amount of detail required on the plans depends on the scope and complexity of the work.
- Depending on the project, additional information may be required. These may include “cut sheets” for finished materials demonstrating flame and slip resistance, specifications showing that windows and doors meet Milford’s 110 mile per hour wind requirement, and engineered drawings for certain structures. Contact our building office for more information.
- Contact Fire, Health, Sewer, and Engineering directly for their submittal requirements

4. How do I submit my application?

- Planning and zoning and building accept permits daily from 8:30 am to 11 am (as well as Wednesdays from 1-3 pm for electrical, mechanical, and plumbing permits only). You may also submit your application on-line at www.viewmypermitct.org. However, if you are unfamiliar with the process or are uncertain about the requirements, we recommend meeting with staff directly.

5. How much does a permit cost?

- The planning and zoning permit application fee is between \$85 and \$95, depending on the scope of the project. Sign permits are a minimum of \$110 and increase for signs over 100 square feet.
- The building permit fee is based on the cost of the project, including materials and labor. We charge \$15 for the first \$1,000 in value and \$12 for each subsequent \$1,000, up to five million dollars. In addition, there is a fee for certificates of occupancy, which are \$15 for one- or two-family residential homes and up to \$50 for 500,000 square foot buildings.

6. How soon will I get a permit?

- Some permits may be issued right away. Others require review to ensure code compliance. The best way to expedite your permit review is to make sure that the application is complete and the plans fully represent compliance with our regulations and building codes. Under law, we are required to complete review of any building permit application within 30 days

7. Does my work need to be inspected?

- Yes. All work must be inspected. It is the responsibility of the homeowner to ensure all work is inspected.

8. Is there anything else I need to do to get my final approvals?

- When construction is complete, the entire project file will be reviewed by zoning and building to ensure complete compliance. For commercial or industrial projects, you must also contact the Fire Marshal and request a final inspection, and the Building Inspection Division office must receive the Fire Marshal’s approval letter. Once it is certified compliant then a Certificate of Occupancy or Certificate of Building Compliance will then be issued by the Chief Building Inspector. This process may take up to a week from the date of final inspection.