

PERMIT PROCESS OVERVIEW

Note: Processes are subject to change. Document is intended for general reference and is only updated on a periodic basis. It is the tenant responsibility to contact the city directly to confirm most current process & requirements.

Overview:

Drawings must be submitted to the following jurisdictions for review & approval in order to receive your building permit and ultimately commence construction. In all, this process typically takes **3-4 weeks** total. Mall plans are available indicating the line between the Town of Farmington and the Town of West Hartford. Be sure to verify in which town your space is located. Spaces falling in both Towns will need to contact both.

- Town of Farmington Building Department
- http://www.farmington-ct.org/town_services/public_works/building_division/
- For forms and applications: http://www.farmington-ct.org/forms_and_permits/index.html
 - Building – note that Planning and Zoning and the Fire Marshal must approve before the permit is issued. All plans submitted for permit review must include an approval letter from the Landlord’s Tenant Coordination Department.
 - Mechanical
 - Electrical
 - Plumbing
 - Health (food) tenants will need approval from the Farmington Valley Health District and the Engineering Division before the permit is issued. Approval is sent directly to the building department. Contact information is available on the forms and applications portion of the website.

- Town of Farmington Planning and Zoning
- http://www.farmington-ct.org/plan_and_zoning_commission/index.html
 - Zoning and site plan review (tenants with exterior elevations and patios)
- For forms and applications: http://www.farmington-ct.org/forms_and_permits/index.html

- Town of West Hartford Building Inspection Division
- <https://www.westhartfordct.gov/gov/departments/building/default.asp>
- For forms and applications: <https://www.westhartfordct.gov/gov/departments/building/resources.asp>
 - Building– note that Planning and Zoning and the Fire Marshal must approve before the permit is issued. All plans submitted for permit review must include an approval letter from the Landlord’s Tenant Coordination Department.
 - Mechanical
 - Electrical
 - Plumbing

- Health (food) tenants will need approval from the West Hartford/Bloomfield Health District (food tenants)
https://www.westhartfordct.gov/gov/departments/health_district/on_line_forms.asp
- West Hartford Town Planning & Zoning
- <https://www.westhartfordct.gov/gov/brdcom/tpz/default.asp>
 - Zoning and site plan review (tenants with exterior elevations and patios)
- For Forms and applications:
<https://www.westhartfordct.gov/gov/departments/building/resources.asp>

Submittal Process:

Step #1:

- Drawings are submitted to the Town per the directions on the forms and applications portions of the websites.
 - Review typically takes about **3-4 weeks**.
 - Submit: (1) copy of application (available on websites via link above) and (3) full sets of construction documents stamped by a Connecticut Licensed Architect for review, with letter of approval from the Landlord, and applicable fees.
 - **Note: If any exterior façade changes are proposed (excluding signage) review can potentially take several weeks and even months depending on scope.**

Step #2:

- Once all divisions have approved, building permit will be issued.
- Additional information regarding inspections is available on the forms and applications portion of the website.
- The Town of West Hartford has a CityView Portal where you can check status of a permit and view inspection reports. The link is part of the forms and applications portion of the website.