

# Westfarms

Building Permit Process  
Cities of Farmington and West Hartford, CT

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

## Overview:

Tenant's are required to apply for permits in the City of Farmington, City of West Hartford, or both depending on the location of the premises within the mall. If a tenant's leased premises straddles both municipalities, applications are to be submitted to both communities, who will then determine which municipality will take precedence.

Drawings must be submitted to the following jurisdiction(s) for review and approval in order to receive your building permit and ultimately commence construction. In all, this process typically takes **3-4 weeks** total. The Health Department plan review process for restaurant tenant's is NOT concurrent with the building department review. This review usually takes **3-4 weeks** and must be completed prior to the Building Department review and sign-off.

Currently, a tenant can expect the first round of permit comments in approximately 10 days excepting unusual circumstances. Tenant's should submit for Landlord approval at the same time as submit for Permit review. This will assure that any comments from the Landlord and the City can be addressed and resubmitted to the City together.

## City of Farmington info and process:

Main Points of contact for the City of Farmington are listed below:

### City of Farmington link:

<http://www.farmington-ct.org/>

### Building Division:

<http://www.farmington-ct.org/departments/building>

**Online Permitting Info Homepage:**

<http://www.farmington-ct.org/departments/building/online-permit-applications>

**Building Division Contact Information:**

City of Farmington  
Building Division  
1 Monteith Drive  
Farmington, CT 06032  
(860) 675-2315

**Submittal Process:**

The City of Farmington is now utilizing an online permitting process (see link above). This process allows tenants to apply for permits and make payments. Each applicant will be required to create an "account" with an email address and password, to gain access to the site. Once the appropriate type of permit is applied for, the applicant will be required to fill out the online form completely. The applicant will then receive numerous email notifications, throughout the approval process, informing them of the application status. The applicant can also log into the system (<https://farmingtonct.viewpointcloud.com>), at any time, to view the current status of the pending application. Once the required approvals are received, payment will be required for the fee, with the cost being based on the work being done. Payments may be made online, in person, or by mailing a check to the "Town of Farmington". An electronic permit will be issued through the system after payment has been made and processed. The permit must be printed and kept at the job site at all times. Construction can only commence AFTER the permit is issued.

**Health Department Submittal:**

Food usage/restaurant tenants will also be required to apply for an annual food service permit. Forms and fee schedules can be found at <http://www.fvhd.org/>. For inquiries, reach out to the Health Department at (860) 352-2333.

**City of West Hartford info and process:**

Main Points of contact for the City of West Hartford are listed below:

**City of West Hartford link:**

<https://www.westhartfordct.gov/>

**Building Division:**

<https://www.westhartfordct.gov/gov/departments/building/default.asp>

**Permitting/Forms Info:**

<https://www.westhartfordct.gov/gov/departments/building/resources.asp>

**Building Division Contact Information:**

City of West Hartford  
50 S. Main Street  
Hartford, CT 06107  
(860) 561-7500

Inspection Office  
(860) 561-7530

**Submittal Process:**

The City of West Hartford continues to require applications to be printed out and submitted to the office. The fee schedule can be found through the permitting/forms link. The application must be completed and submitted to the building permit office, along with the required fees and plan sets. Permits may also be required for warm air, air conditioning, heating ventilation, sprinkler, electric and plumbing systems. Refer to the handouts available on the permitting/forms link above. It is recommended, to help expedite the process, to submit the applications when the inspectors are available, between the hours of 8:00-9:00 AM and 1:00-2:00 PM. The permit must be kept at the job site at all times. As is with most communities, construction can only commence AFTER the permit is issued.

**Health Department Submittal:**

Food usage/restaurant tenants will also be required to apply for a food license.

Forms and fee schedules can be found at:

[https://www.westhartfordct.gov/gov/departments/health\\_district/forms.asp](https://www.westhartfordct.gov/gov/departments/health_district/forms.asp)

For inquiries, reach out to the Health Department at (860) 561-7900.