

Obtaining a building permit is a critical step to insure a safe and sanitary structure for many years. The Building permit process need not be a stressful experience. The key to quick permit issuance is to be well informed as to what information is required and to provide that information at the time of initial application. The following questions and answers should help to explain the process.

Q: When is a building permit required?

A: Most projects will require the owner of the property to obtain a building permit. There are exceptions for ordinary maintenance and repairs. However, it is wise to contact the building department to determine if a specific project requires a permit.

Q: Can only the property owner apply for the permit?

A: No. The owner may delegate anyone, including a contractor, to act as his or her agent. It should, however, be understood that the ultimate responsibility is the owner's.

Q: What are some projects that require permits and what steps are required?

A: Some common projects that require approval from the Building Department include roofing, siding, interior renovations, kitchen remodels, etc. These projects require a completed application,

payment of the applicable fee, insurance information and sometimes a simple plan.

Q: What is the cost of a permit?

A: The cost is based on the value of the work, including materials and labor. The rate is \$12.18 per thousand dollars or any portion thereof.

#### Example

**Job Cost: \$1,500**

**Permit Cost: \$24.36**

Q: What type of insurance information is required?

A: State statutes require that prior to permit issuance, proof of worker's compensation insurance is provided. This can be in the form of a certificate from an insurance provider or a waiver. If other than the owner or a sole proprietor is doing the work, a notarized waiver will be required.

Q: What projects require additional information or steps prior to permit issuance?

A: New homes, additions, decks, garages, pools, sheds, etc. are some examples. In addition to the information listed previously, health and zoning approval may be required for these projects. It would be wise to contact these departments prior to applying for the

building permit to determine if anything would preclude you from doing your project.

Health district telephone number:  
**429-3325**

Zoning department telephone number:  
**429-3341**

Q: When plans are required who can prepare them?

A: Anyone can draw plans for a single-family residence, providing they are clear and have sufficient detail to describe the work being proposed.

Q: How long is a permit valid after being issued?

A: Work must commence within 6 months of permit issuance and the project must not be abandoned for any period greater than 6 months or the permit will become void.

Q: Is a separate permit required for the various mechanical aspects of a job?

A: Yes. The same rules apply to obtain these permits. However, the fee may be paid with the initial application. The other applicable permits are electrical, plumbing and HVAC.

Q: What are the required inspections?

A: The required inspections vary with each project. The usual inspections are as follows:

**Footings or Piers**  
**Foundation Coating and Drains**  
**Rough Framing**  
**Rough Plumbing**  
**Rough Electrical**  
**Rough Heating/Cooling**  
**Insulation**  
**Partial Roofing**  
**Chimneys/Fireplace Throat**  
**Certificate of Occupancy**

Q: How much notice is required to schedule an inspection?

A: We required a 24 hours notice minimum. There are some exceptions, our schedules permitting.

Q: Must someone be present for the inspection?

A: Yes. The owner or another responsible person over the age of 18 must be present for an inspection on the interior of any occupied structure.

Q: What is the purpose of the inspection?

A: The inspector's job is to determine that the work performed complies with the approved construction documents and all applicable codes.

Q: What happens if violations are observed?

A: The inspector will inform the responsible party of any violations. Upon request, a written report stating which code and section have been violated will be issued. It is the responsibility of the owner or contractor to determine how to obtain code compliance.

**Department Hours:**

Monday – Wednesday  
8:15 a.m. – 4:30 p.m.

Thursday  
8:15 a.m. – 6:30 p.m.

Friday  
8:00 a.m. – 12:00 noon

This is a brief overview of the permit process. Please do not hesitate to contact our office with any additional questions.

**A Closing Thought**

The permit process may at times seem to be quite burdensome. However, it should be understood that most code provisions are in place as a direct result of an event that due to the lack of regulation, has lead to loss of property, serious injury or death!

# A Guide to the Residential Building Permit Process



## Town of Mansfield Building Department



**Building Official**  
Michael E. Nintean

**Deputy Building Official**  
Walter N. Bavier, Jr.

**Code Enforcement Officer**  
Bradford C. Freeman

**Administrative Assistant**  
Theresa Leon-Guerrero

**Telephone**  
860-429-3324

**Fax**  
860-429-3388