

Required submissions when applying for a permit:

CONTRACTORS:

- Set of Plans (three for new construction)
- Certificate of Insurance for Worker's Compensation
OR State of CT Worker's Compensation Affidavit for Sole Proprietor
- Copy of Current Contractor's License
- If Agent you need letter of authorization to pull permit
(See "Who may sign")
- Signature from the Tax Collector
- Contractor's phone number and Owner's phone number
- Payment of permit fee – cash or check ONLY

HOMEOWNERS:

- Set of Plans
- State of CT Worker's Compensation Affidavit
- Signature from the Tax Collector
- Owner's phone number
- Payment of permit fee – cash or check ONLY

NOTE: Permits are NOT processed through the mail due to the required signature on the application of the Plainville Tax Collector

Chapter 393

Sec. 20-338b. Building permit applications. Who may sign.

Any licensed contractor who seeks to obtain a permit from a building official may sign the building permit application personally or delegate the signing of the building permit application to an employee, subcontractor or other agent of the licensed contractor, provided, the licensed contractor's employee, subcontractor or other agent submits to the building official a dated letter on the licensed contractor's letterhead, signed by the licensed contractor, stating that the bearer of the letter is authorized to sign the building permit application as the agent of the licensed contractor. The letter shall not be a copy or a facsimile, but shall be an original letter bearing the original signature of the licensed contractor. The letter shall also include:

1. The name of the municipality where the work is to be performed
2. The job name or a description of the job
3. The starting date of the job
4. The name of the licensed contractor
5. The name of the licensed contractor's agent
6. The license numbers of all contractors to be involved in the work