

WILTON BUILDING
DEPARTMENT

Building Official
Demolition Officer



TOWN HALL ANNEX
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Wilton, Connecticut 06897

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AFTER THE FACT

MEMORANDUM

May 1, 2014

TO: All contractors, homeowners, permittees

FROM: Robert E. Root, Chief Building Official

RE: The requirements for the issuance of a Building Permit and subsequent Certificate of Occupancy for construction done without originally obtaining permits.

This department requires the following information/approvals for anyone seeking the issuance of a Certificate of Occupancy for work which was completed without permits and inspections.

1. A checklist must be obtained and be approved based upon the requirements listed on said form.
2. Two sets of plans must be submitted, showing all elevations, cross sections and floor plan.
3. If footings are involved, they must be verified.
4. Letters from licensed contractors (not original contractors that did the work) certifying that the work done is in compliance with the current State of Connecticut Building Code. Along with the appropriate Electrical/Mechanical permit form. This includes all mechanical work (plumbing, electrical, HVAC, etc). It also may be required to expose framing and/or mechanical work behind walls based upon the Building Inspector's evaluation.
5. If insulation has been done, this must be exposed and verified.

*****BE ADVISED ALL WORK MUST MEET THE CURRENT STATE BUILDING CODE. YOU MAY NEED TO MAKE CORRECTIONS IN ORDER TO OBTAIN A FINAL CERTIFICATE OF OCCUPANCY*****