

HOW TO SUCCESSFULLY USE PERMITLINK

TOWN OF ASHFORD BUILDING DEPARTMENT



Complete and Submit this form

Fields marked with a Red bar are required.



TOWN OF ASHFORD, CT

5 Town Hall Road, Ashford, CT 06278
860-487-4404
www.ashfordtownhall.org

Building Permit

BUILDING/ZONING APPLICATION FORM

PROJECT LOCATION INFORMATION		
Street No. & Street Name:		
Detailed Description of Project:		
Work Includes: <input type="checkbox"/> Electrical CR5# <input type="checkbox"/> HVAC <input type="checkbox"/> Plumbing <input type="checkbox"/> Fuel Gas/LP		
Residential Projects - 2 complete sets of detailed construction plans, plot plans, and supporting documentation.		
Commercial Projects - 3 complete sets of detailed construction plans, plot plans, and supporting documentation.		
Select Permit Work Type		
PROPERTY OWNER'S INFORMATION AS IT APPEARS ON THE LAND RECORDS		
Name:		
Business Name (if applicable):		
Mailing Address:		
Phone:	Cell:	Email:
APPLICANT/CONTRACTOR INFORMATION		
Contractor Lookup		
Name:	Use Group:	Construction Type:

Please include both the phone number and email address of homeowner.

Please include a detailed description of your project/s.

IF A CONTRACTOR OR LICENSED PROFESSIONAL IS COMPLETING THE WORK ON YOUR HOME, YOU **MUST** INCLUDE AN ATTACHMENT OF THEIR CURRENT INSURANCE POLICY, AND A COPY OF THEIR STATE OF CONNECTICUT HOME IMPROVEMENT LICENSE.

THESE ITEMS CAN BE ATTACHED TO THE PERMIT APPLICATION BY SELECTING THE PAPERCLIP ICON ON THE UPPER RIGHT-HAND CORNER.

Residential Projects – 2 complete sets of detailed construction plans, plot plans, and supporting documentation.		Commercial Projects – 3 complete sets of detailed construction plans, plot plans, and supporting documentation.		Select Permit Work Type
PROPERTY OWNER'S INFORMATION AS IT APPEARS ON THE LAND RECORDS				
Name:				
Business Name (if applicable):				
Mailing Address:				
Phone:	Cell:	Email:		
APPLICANT/CONTRACTOR INFORMATION				
Contractor Lookup				
Name:	Use Group:		Construction Type:	
Business Name (if applicable):		Ins. Co.:	Exp. Date:	
License/Registration (Type & No.):		Expiration Date:		
Mailing Address:				
Phone:	Cell:	Email:		
SUB-CONTRACTOR INFORMATION (OPTIONAL)				
Name:	Phone:	Lic. No. :	Exp. Date:	
Name:	Phone:	Lic. No. :	Exp. Date:	
Name:	Phone:	Lic. No. :	Exp. Date:	



This icon will allow you to upload building plans, insurance/license information, or any other information pertaining to your application.

Please include both the phone number and email address of the contractor.

If you will be completing the project yourself, please contact the Land Use Clerk: kconnolly@ashfordtownhall.org and ask for a 7 B form. You will need to upload the 7B form to your application.

The value of the project should include the price of labor AND supplies.

AFFIDAVIT		
I am aware that this is only an Application for the work described, and that I am not authorized to proceed with the project until such time as a Permit has been issued by the Building Official.		
I hereby certify that the proposed work shall conform to the Connecticut State Building Code and all other codes as adopted by the State of Connecticut, the municipal ordinances, and the municipal zoning regulations. I further attest that I am authorized to make application for a Permit for such work as described above.		
Signature:	Print Name:	Date:
VALUE OF PROJECT: Value shall include all labor and material costs.		PERMIT FEES (Office Use Only)
TOTAL VALUE OF PROJECT: \$		Building Fee: \$
<p>An Application for a Permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such Application has been pursued in good faith or a Permit has been issued. Application and Permit fees for abandoned projects are nonrefundable per the municipal ordinances.</p> <p><i>Demolition and Fire Protection work shall require a separate Application and Permit.</i></p> <p>Fees Paid:</p>		Working without a Permit Fee: <input type="checkbox"/>
		State Ed. Fee:
		Zoning Compliance Fee:
		Certificate Fee: <input type="checkbox"/>
		TOTAL FEES: \$
		Date Paid: <input type="checkbox"/> Cash
		Receipt No.: <input type="checkbox"/> Check #

 PermitLink

Permit fees can be paid online through PermitLink or by mailing/dropping off a check. Please write all checks to "Town of Ashford".