

CITY OF MERIDEN

BUILDING DEPARTMENT REQUIREMENTS

The following list is the City of Meriden requirements for obtaining a building permit. All requirements are consistent with the State of Connecticut Building Code. In order to avoid any confusion or misunderstandings, the following list has been made available. Please review the entire list before you proceed with your project. Approvals and permits must be obtained before any work is started. It is the responsibility of the contractor who takes out the Building Permit to ensure that all work conforms to the State of Connecticut Building, Health and Fire codes. If you have any questions, please contact the City of Meriden Building Department.

1. Planning and Zoning Department must be contacted to ensure that location is appropriate for the intended use.
2. Fire Marshal's office must be contacted regarding: sprinkler systems, alarm systems, exiting, etc.
3. No work is to commence before plans are approved and all permits are obtained.
4. Health Department plan approval required before work is started (where applicable).
5. All Electrical, Plumbing and Mechanical work must be done by licensed contractors only after permits are obtained (see attached).
- 6. All work must comply with the State of Connecticut Building Codes (see attached).**
7. Engineering Department approval for sanitary sewer discharge/grease trap as well as any grading or mapping requirements. If building is in flood zone, proper paperwork shall be submitted and approved by Flood Control Implementation Agency.
8. Application for a permit shall contain:
 - a. Date of plan application.
 - b. Construction documents shall be dimensioned and drawn upon suitable material. Shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the building code and relevant laws, ordinances, rules and regulations as determined by the Building Official.

- c. Identify and describe the work to be covered by the permit for which application is made.
- d. Describe the location by address or other means to definitely locate the proposed building or work.
- e. Indicate the use and occupancy for which the proposed work is intended.
- f. Be accompanied by construction documents as required.
- g. State the valuation of the proposed work.
- h. Be signed by the applicant or the applicant's authorized agent.
- i. Give such other data and information as required by the Building Official.
- j. Name, seal and signature of architect who did the plans (if applicable).
- k. Complete floor plan drawn to scale (1/4 in./ft) or other appropriate scale. Plan to include location of handicap toilet rooms, handicap ramps, any other handicap information. Sinks, water fountains, utility sinks, floor drains, means of egress, type of flooring, ceiling and walls, any added or moved partitions, any windows, doors, seating, tables, booths, bar, etc.
- l. Location, make and model of any mechanical equipment, such as water heaters, furnaces, boilers, duct work, chimney, ventilation fans, or any other HVAC equipment.
- m. Description of any plumbing work that needs to be done.
- n. Description of any fire sprinkler work that must be done (if applicable).
- o. Description of any electrical work being done. Location, size of electrical service and panel, including load calculation sheet for intended power use (lighting & equipment).
- p. Any other issues concerning Building, Health, Fire or Zoning not mentioned above.

NEW BUILDINGS

- 9. If establishment is to be located in a new building, all of the above plus complete structural plans and specifications applicable to new construction, must be filed at the Building Department.