

TOWN OF HAMPTON

HOW TO OBTAIN PERMITS IN HAMPTON

OFFICE HOURS:	Building Official	Thursdays 6pm to 8pm
	Zoning & Wetlands Official	Thursdays 3-4pm
	Town Planner	Tuesdays 8-11 am or by appointment

COMPLETE EACH STEP IN THE ORDER GIVEN:

1. **Tax Collector.** To obtain a building permit, see the tax collector for a signed statement that there are no delinquent taxes owed on real property. If a statement is denied, you may file an appeal with the Building Official, in writing, if the work must be completed to prevent harm to the health and safety of the property owners.

2. **Inland Wetlands and Watercourses Approval.** All new structures, including additions, decks, etc., and all work on a lot that disturbs the land, must be reviewed by the Wetlands Officer. An application can be obtained in the Building/Zoning Office or the Town Clerk's Office. Complete an application even if you believe there are no wetlands or watercourses on the property; a sign-off is required even if no permit is needed. Attach a map of the property to your application showing: all property lines, driveway location, septic and well areas, structures, and ponds and streams. When your application and map are completed, contact the Wetlands Official JOHN VALENTE at 860-455-3911.

****If a Wetlands Commission Meeting is required, they are held on the first Tuesday of each month at 7:30 p.m. See Town website www.hamptonct.org or Wetlands Official JOHN VALENTE at 860-455-3911 for details****

3. **Septic and Well Permits.** Permits for wells and septic systems are issued by the Northeast District Department of Health, in Brooklyn, CT, at 860-774-7350. For minor construction projects, a form B-100a "change of use" permit will be required. Also see www.nddh.org for forms and information.

4. **Zoning Permit.** For new structures, a Zoning Permit is required to demonstrate compliance with Zoning Regulations (allowed use, setbacks, lot coverage, etc.) Complete an application, accompanied by the same map prepared for the wetlands approval. BY STATE LAW, a zoning permit cannot be issued until AFTER the wetlands approval is granted. Contact the Zoning & Wetlands Official JOHN VALENTE at 860-455-3911 in the Building/Zoning Department, Town Hall.

****If a Special Permit or Site Plan is required via the Planning & Zoning Commission, those meetings are held on the 4th Monday of each month at 7:00 p.m. See Town website www.hamptonct.org or contact the Town Planner JOHN GUSZKOWSKI at planner@hamptonct.org or 860-455-8251 for details****

5. **Driveway Permit.** For any driveway off of a Town road, contact the Town Highway Supervisor DON SHOLES at 860-234-6737, for an application. For any driveway off a State road, contact the CT Department of Transportation in Norwich, Permits Department, at 860-823-3230.

6. **Building Permit.** Submit a completed application along with:

- Certificate of Insurance
- Building plans including foundation, elevations, cross-sections
- Floor plan with window and door sizes
- Names and license numbers of electricians, plumbers, heating contractors (*as applicable*)

Contact the Building Official, JOHN BERARD, at 860-455-9132 or at 860-455-9553.

A building permit cannot be issued until all other approvals are obtained.