

CITY OF MIDDLETOWN BUILDING DEPARTMENT

245 deKoven Drive, Middletown, CT 06457

Phone: 860-638-4870, Fax: 860-638-1970

PERMIT PULLING CRITERIA LIST

Homeowners:

1. Fill out the Building Permit Application which is available here in room 213 of the City Hall. (They are also available online at www.cityofmiddletown.com.)
2. An affidavit for insurance needs to be completed. They are available here in our office, along with a free notarization. Note that there is also a form to be filled out even if you are not doing any of the work yourself. This simply states that you are hiring someone to do the work for you and that they carry insurance.
1. If you are making any structural changes to the location (only if it's commercial and/or public – not residential), you will need to have two sets of plans (one for the Fire Marshal and one for the Chief Building Official) with a cross-sectional view, showing the work that you are doing along with a list of materials.
3. If the location of proposed work belongs to an association, their approval letter will be needed, stating exactly what is being done in the letter.
4. Building Permits are payable by check only to City of Middletown. The fee schedule is as follows:
 - a. \$15.26 for the first thousand
 - b. \$14.26 for every thousand thereafter

*This is thousand to thousand, with no pro-ration.

SWIMMING POOLS:

* Please note that a building permit & Planning / Zoning Approval are required for any swimming pool that holds more than 24 inches of water. All swimming pools shall be provided with a barrier or enclosure to prevent your children from gaining unsupervised access to pool areas. Please submit your proposed method of achieving this requirement. Before the swimming pool can be used, a final inspection and approval of the pool safeguarding and electrical system is required. A pool alarm is now required for all swimming pools. The alarm must emit a sound of 50 decibels when a 15-pound object enters the water.