

Commencing April 17, 2017 the Building Department will provide 30 minute scheduled appointments. If additional time is needed, a follow-up appointment can be scheduled.

To qualify for an appointment,

- Submit a permit application in ViewPermit (online using the City of Stamford website)
- Wait for an application acceptance confirmation email from the Building Department
- Per the acceptance email, prior to scheduling a plan review appointment, come to the Government Center and visit all the departments (ie: EPB, Zoning, Health, Fire Marshal, Engineering and/or WPCA) that are required to give “signoffs”. To check if signoffs are required or have been received, log into ViewPermit and check the Plan Review tab.

Prior to scheduling your appointment, please upload files in **pdf format** (using ViewPermit – click on the “+” in the attach files section) or forward the files to the Building Department email (BuildingDept@stamfordct.gov). If you need assistance, come in to the Building Department and we can help you.

- A copy of your View Permit receipt (After submitting your application you will be brought to a page to review your application. On this page there will be a hyperlink named “click here” which will then allow you to print your receipt)
- Building Department forms as follows (provided in your permit application acceptance email):
 - Owner's Letter
 - Non-Owner's Application Affidavit (if you are using a contractor or if you are the applicant and not the property owner)
 - Workers Comp Affidavit
 - Certificate of Insurance Liability/Workers Compensation (if you are using a contractor).
This is the Accord Form. Please make sure to check that the certificate has not expired.

To schedule an appointment, after completing the steps above, please stop into the Building Department office on the 7th Floor of the Government Center, call us at (203) 977-4164, or request an appointment by emailing the Building Department at BuildingDept@stamfordct.gov. **Please provide your permit application number, name, property address and email address when requesting an appointment.**

When you arrive for your appointment, please bring the following:

- A credit card or a blank check payable to the City of Stamford for the permit fees. Your Plan Reviewer will calculate the amount you owe.
- **TWO (2) COPIES OF DESIGN DRAWINGS OR TWO (2) COPIES OF ARCHITECTURAL PLANS. IF YOU USED AN ARCHITECT OR ENGINEER, HAVE THEM SEAL THE DRAWINGS.**
 - The drawings should show the existing conditions (if applicable) and the proposed changes and construction. The drawings should be drawn to scale and fully dimensional as follows:
 - Residential Kitchens and Bathrooms 1/2”=1’
 - Residential Alterations/Renovations 1/4”=1’
 - Commercial 1/8”=1’
 - Show all proposed work including (as applicable):
 - Foundation plan (walls and footings)
 - Floor plans indicating use of spaces, carrying beams, clear headroom for ceilings & beams, joist direction, size and span length

- Dimensions of doorways, windows and stairs
- Ceiling height for rooms, halls and stairs
- Elevation views
- Cross section through foundation, wall, ceiling and roof with all building components identified and sized
- Insulation placement and type, “R” value, with Res Check or equal
- Fire separations
- Smoke detectors and CO detection
- Basic information on plumbing, electrical fixtures, heating system and heat loss calculations
- For Commercial: ComCheck reports, insulation, lighting & equipment
- For residential energy code requirements per the 2012 International Energy Conservation Code
- Additional information may be required.

Certification by an engineer or architect must be provided if required by Connecticut State Building Code and/or the Building Official. For residential additions and new construction, brace wall plans must be stamped by a Connecticut Engineer or Architect.

Plan Review appointments are not necessary for the following permit types:

For these permits, apply online, obtain departmental “signoffs”, if required, and upload (in ViewPermit) or bring the required forms listed above to the Building Department. Plans can be dropped off during normal business hours and in many instances, permits can be issued on the same day, provided that all required signoffs and forms are in order.

- Roofing
- Siding
- Windows
- Solar Panels
- Signs
- Sidewalk Patios (restaurants)
- “Stand alone” permits that are not tied to Building Permits, as follows:
 - Plumbing (water heaters, gas lines)
 - Electrical (tele/data, low voltage)
 - Mechanical (furnace/boiler, air conditioning)

Cancellations: If you need to cancel your appointment you can do so on the Building Department website (<http://www.stamfordct.gov/buildinginspections>) or by calling our office at 203-977-4164. Cancellations must be registered in the Building Department by 1pm the day before the scheduled appointment or a charge will be assessed for the missed appointment. Please do not leave a voicemail message, you must speak with a person to cancel.

We appreciate your patience as we commence our scheduled appointments.