

Permit Fee: \$ \_\_\_\_\_ + State Fee: \_\_\_\_\_ = Total Fee: \$ \_\_\_\_\_

CA Fee: \_\_\_\_\_

**Town of Brookfield  
PERMIT APPLICATION**

**PERMIT #:** \_\_\_\_\_  
*This Item For Office Use*

<u>Tax Collector</u>
_____ Approved _____ Denied
_____ Date:

**SIDING - WINDOWS - ROOFING**  
*CIRCLE APPLICABLE ITEM*

APPLICATION DATE: \_\_\_\_\_ PROPERTY ID#: \_\_\_\_\_

<b>Property Address:</b> (Commercial Property Include Design Review See Zoning)		
<b>Owner Name:</b>		
<b>Owner Mailing Address:</b>		<b>Phone:</b>
<b>Applicant Name:</b>		<b>Phone:</b>
<b>Contractor Name:</b>		<b>Phone:</b>
<b>Contractor Address:</b>		
<b>Contractor License #:</b>		<b>Exp. Date:</b>

**Description of Work:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Start Date:** \_\_\_\_\_ **Completion Date:** \_\_\_\_\_ **Value of Work: \$** \_\_\_\_\_

I hereby certify that I am the owner of record of the above named property, or that the proposed work is authorized by the owner and that I have been authorized to make this application as the designated agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature: Owner/Agent \_\_\_\_\_ Date \_\_\_\_\_ Signature: Contractor \_\_\_\_\_ Date \_\_\_\_\_

Building Official Approval \_\_\_\_\_ Date \_\_\_\_\_ Witness Acknowledgement Signature \_\_\_\_\_ Date \_\_\_\_\_

Zoning Commission Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Historical Commission Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**When installing replacement windows, at least one window in each bedroom shall meet the 2003 International Residential Code requirements for the emergency escape openings. Following are the code sections for these requirements:**

**R102.7.1** – Additions, alterations or repairs to any structure shall conform to that required for a new structure without requiring the existing structure to comply with all of the requirements of this code, unless otherwise stated.

**(2003 CT Amd.) R310.1 Emergency escape and rescue openings required** – Every sleeping room within a dwelling shall have at least one operable emergency escape and rescue opening. Where emergency escape and rescue openings are provided, they shall have a sill height of not more than 44 inches above the floor.

**(2003 CT Amd.) R310.1.1 Minimum opening area** – All emergency escape and rescue openings shall have a minimum net clear opening of 5.7 square feet.

**Exception:** Openings whose bottom edge is within 44 inches of exterior grade shall have a minimum net clear opening of 5 square feet.

**R310.1.2 Minimum opening height** - The minimum net clear opening height shall be 24 inches (610 mm).

**R310.1.3 Minimum opening width** – The minimum net clear opening width shall be 20 inches (508 mm).

**(2003 CT Amd.) R310.1.4 Operational Constraints** – Emergency escape and rescue openings shall be operational from the inside of the room without the use of a key or tool and the net clear opening dimensions shall be obtained by the normal operation of the opening from the inside.

**Exception:** Existing buildings undergoing alterations or installation of replacement windows shall be permitted to utilize removable sash to achieve the required minimum net clear openings. Such removable sash shall be capable of being removed without the use of a key or tool.

I have read and understand the requirements for installing replacement windows.

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Signature – Owner/Applicant

STATE OF CONNECTICUT  
WORKERS' COMPENSATION COMMISSION

Building Permit Affidavit for Property Owners or Sole Proprietors  
(Conn. Gen. Stat. § 31-286b)

Property located at \_\_\_\_\_

In the town of \_\_\_\_\_

Name of building permit applicant: \_\_\_\_\_

**Please check one:**

1.  I am the owner of the above property.
2.  I am the sole proprietor of a business.

2A. Name of business \_\_\_\_\_

2B. Federal Employer Identification Number (FEIN) \_\_\_\_\_

.....  
Pursuant to § 31-286b, "a property owner or sole proprietor [who] intends to act as a general contractor or principal employer" may provide either a certificate of workers' compensation insurance or a "sworn notarized affidavit... stating that he will require proof of workers' compensation insurance for all those employed on the job site in accordance with this chapter."

**Please check one:**

1.  I do not intend to act as a general contractor or principal employer.  
[Sign and stop here]

\_\_\_\_\_  
Signature of applicant

2.  I intend to act as a general contractor or principal employer. Applicant must either provide a certificate of workers' compensation insurance or sign the affidavit below.

.....  
**Affidavit**

I hereby swear and attest that I will require proof of workers' compensation insurance for every contractor, subcontractor, or other worker before he/she engages in work on the above property in accordance with the Workers' Compensation Act (Chapter 568).

I understand that pursuant to § 31-275 C.G.S., officers of a corporation and partners in a partnership may elect to be excluded from coverage by filing a waiver with the appropriate District Office; and that a sole proprietor of a business is not required to have coverage unless he files his intent to accept coverage.

\_\_\_\_\_  
Signature of applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
(Notary Public/ Commissioner of the Superior Court)

**Town of Brookfield  
Land Use Office  
100 Pocono Rd.  
Brookfield, CT 06804**

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**ATTENTION PERMIT HOLDER**

**\*\*It is the responsibility of the permit holder or agent to call for inspections (minimum 24 hours in advance). The permit holder is responsible for all construction for that project. An oversight of code requirement(s) during plan review does not relieve you of your responsibility for compliance. During inspections, you may be required to make changes to insure that the current building & fire codes are satisfied.\*\***

- Per Chapter 127 of the Brookfield Code of Ordinances:

**Building Inspections which result in a failure will incur an additional \$25.00 fee for each reinspection.**

All reinspection fees shall be due and payable prior to the issuance of a Certificate of Occupancy.

- Per Chapter 242 of the Brookfield Code of Ordinances:

**Site Stabilization Inspections which result in a failure will incur an additional \$25.00 fee for each reinspection.**

All reinspection fees shall be due and payable prior to bond release.

***I acknowledge that per the Brookfield Code of Ordinances, I will be responsible for reinspection fees as outlined above. I also understand that it is my responsibility to call for inspections of the project.***

\_\_\_\_\_  
*Applicant/Agent signature*

\_\_\_\_\_  
*Date*

## **TO CONTRACTORS:**

**CT General Statutes (Effective January 1, 2005):**

### **§20-338b Building Permit Applications. Who may sign.**

Any licensed contractor who seeks to obtain a permit from a building official may sign the building permit application personally or delegate the signing of the building permit application to an employee, subcontractor or other agent of the licensed contractor, provided, the licensed contractor's employee, subcontractor or other agent submits to the building official a dated letter on the licensed contractor's letterhead, signed by the licensed contractor, stating that the bearer of the letter is authorized to sign the building permit application as the agent of the licensed contractor. The letter shall not be a copy or facsimile, but shall be an original letter bearing the original signature of the licensed contractor. The letter shall also include:

1. The name of the municipality where the work is to be performed;
2. The job name or description of the job;
3. The starting date of the job;
4. The name of the licensed contractor;
5. The name of the licensed contractor's agent; and
6. The license numbers of all contractors to be involved in the work.