

BUILDING PERMIT APPLICATIONS

The Division of Building Inspection [BID] will not be accepting applications for building permits in person since Town Hall is closed to the public.

Application forms are available at

<https://www.greenwichct.gov/202/Building-Inspection-Forms>

Complete the application form and email to bldginsp@greenwichct.org along with the following:

Workman's Compensation Form signed and notarized

Copy of the plans

The application packet will be reviewed by BID staff for completeness.

If it is not complete you will receive an email detailing what is lacking.

When it is complete the application will be forwarded to the applicable Town departments that are required to review and sign-off. The applicant will be copied on this email to those applicable departments.

Each of these departments will then review the application. If same is complete and can be approved each department shall sign the sign-off sheet and email it back to the BID.

If a department is unable to sign-off for whatever reason each department will email the applicant with instructions as to what information is lacking or explain why their application cannot be approved.

Once the BID has received copies of the sign-off sheet from all the required departments the applicant will be contacted by email and instructed to make an appointment with the BID to come to Town Hall with their paperwork [application, plans, etc;] to officially file the building permit and pay the zoning and building permit fees.

TRADE PERMITS

The Division of Building Inspection [BID] will not be accepting applications for trade permits in person.

Application forms are available at

<https://www.greenwichct.gov/202/Building-Inspection-Forms>

Complete the application form and email to bldginsp@greenwichct.org along with the following

- a. Copy of current trade license
- b. If the permit is not being filed under a building permit a permit fee may be due. This fee will have to be paid by mailing a check to, 101 Field Point Rd., Greenwich, CT 06830
- c. You will be notified by email if this is the case.

IWWA NOTE: If approval from the Wetlands Agency is required, please provide a completed permit-need determination form, aka "greensheet" and email it to wetlands@greenwichct.org. The greensheet can be found on the Town's website [here](#). Office staff will complete any missing information from the first box. Wetland questions? Call 203-622-7736 or email wetlands@greenwichct.org.

