



City of Middletown

BUILDING DIVISION

245 DeKoven Drive, Middletown, CT 06457

TEL: (860) 638-4870 FAX: (860) 638-1970

PERMIT PULLING CRITERIA LIST: Contractors

1. Fill out the Building Permit Application.
2. Owner's Consent Form. This needs to be signed by the owner of the location of proposed work, giving the contractor or authorized person permission to pull a permit and do work at the location.
*(*Pursuant to section 29-263 of the Connecticut General Statutes any permit applied for by someone other than the owner of that property must have a signed consent form before a permit will be issued*)*
3. A copy of the certificate of liability showing worker's compensation along with a copy of the license of the contractor pulling the permit will be needed with the file. If you are a contractor's agent, a letter will be needed stating that they have permission to pull a permit under their contractor's license number. ****Note that if you do not carry workers compensation, we have separate affidavits available here in the office****
4. If you are making any structural changes to the location you will need to have two full sets of plans (one for the Fire Marshal and one for the Chief Building Official) cross-sectional view, showing the work that you are doing along with a list of materials.
5. 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.
6. Other forms/information or other departments approval may be required based on the job being applied for.
7. Building Permits are payable by check only to City of Middletown.