



TOWN OF AVON

60 West Main St. Avon, CT 06001-3719
www.avonct.gov

**POLICE, FIRE & MEDICAL
EMERGENCY - 911**

TOWN MANAGER'S OFFICE
Tel. (860) 409-4300
Fax (860) 409-4368

ASST. to the TOWN MANAGER
Tel. (860) 409-4377
Fax (860) 409-4368

ACCOUNTING
Tel. (860) 409-4339
Fax (860) 677-2847

ASSESSOR'S OFFICE
Tel. (860) 409-4335
Fax (860) 409-4366

BUILDING DEPARTMENT
Tel. (860) 409-4316
Fax (860) 409-4321

COLLECTOR OF REVENUE
Tel. (860) 409-4306
Fax (860) 677-8428

ENGINEERING DEPARTMENT
Tel. (860) 409-4322
Fax (860) 409-4364

FINANCE DEPARTMENT
Tel. (860) 409-4339
Fax (860) 409-4366

FIRE MARSHAL
Tel. (860) 409-4319
Fax (860) 409-4321

HUMAN RESOURCES
Tel. (860) 409-4303
Fax (860) 409-4366

LANDFILL
281 Huckleberry Hill Rd.
Tel. (860) 673-3677

PLANNING & ZONING
Tel. (860) 409-4328
Fax (860) 409-4375

POLICE DEPARTMENT
Tel. (860) 409-4200
Fax (860) 409-4206

PROBATE
Tel. (860) 658-3277
Fax (860) 658-3204

PUBLIC LIBRARY
281 Country Club Road
Tel. (860) 673-9712
Fax (860) 675-6364

PUBLIC WORKS
11 Arch Road
Tel. (860) 673-6151
Fax (860) 673-0338

RECREATION AND PARKS
Tel. (860) 409-4332
Fax (860) 409-4334
Cancellation (860) 409-4365

REGISTRAR OF VOTERS
Tel. (860) 409-4350
Fax (860) 409-4368

SOCIAL SERVICES
Tel. (860) 409-4346
Fax (860) 409-4366

TOWN CLERK
Tel. (860) 409-4310
Fax (860) 677-8428

TDD-HEARING IMPAIRED
Tel. (860) 409-4361

BUILDING DEPARTMENT Work without a Permit Guidance

The Building Department is often asked to provide certificates of occupancy for portions of residential or commercial properties that were previously altered without proper permits and inspections. These requests often come from owners who have unknowingly purchased a property with unpermitted work completed by a prior owner, or owners who completed unpermitted work themselves and are now trying to close on the sale of their property. The Town may also be alerted to unpermitted work by the Town Assessor, real estate agents, or home inspectors.

In order to resolve these issues, the owner must obtain the proper permits retrospectively and allow the Building Department to perform inspections, even if that requires opening walls or otherwise uncovering finished work. The retrospective permits will be subject to an additional fee of \$1,000 or 100% of the original permit, whichever is less (*Section 9-23 (b) Avon Town Code*).¹ The owner will be required to correct any work that is not code compliant, have it approved by the Department, and receive a Certificate of Occupancy.

While we certainly empathize with residents in these situations, it is critical that the public recognize and understand the obligation of the Building Department to protect the safety and health of the community, including current and future property owners and their visitors, by enforcing the Building Code. So, while it may seem simple to provide a property with a conditional approval or a CO without an inspection for the sake of expediency, to do so would completely disregard our duty to the public to ensure code compliance. Of course, while we aim to achieve voluntary compliance from all, if an owner is unwilling to rectify a situation of unpermitted work, the Town may be obliged to follow the violations procedure as outlined in the Building Code.

To assist residents in determining their need for a building permit, we have enclosed a list of projects for which permits are not required. Please contact the office at (860) 409-4316 should you have questions regarding a specific project. We appreciate your understanding and cooperation in this matter of public safety.

Sincerely,

Raymond Steadward
Building Official

¹ Town of Avon Code Section 9-23 (b) "If the unpermitted work was completed prior to the date of the transfer of the property to the applicant, then the Building Official shall waive the fee increase provided for in this subsection (b)."

BUILDING DEPARTMENT
Work Exempt from Permit

Pursuant to the 2018 Connecticut State Building Code (As Amended)

105.2 Work exempt from permit. Exemption from the permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws, statutes, regulations or ordinances of the jurisdiction. Permits shall not be required for the following work:

Building:

1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area is not greater than 200 square feet.
2. Fences, other than swimming pool barriers, not over 7 feet in height.
3. Retaining walls not over 3 feet in height measured from finished grade at the bottom of the wall to finished grade at the top of the wall, unless supporting a surcharge.
4. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.
5. Sidewalks, driveways, and on-grade concrete or masonry patios not more than 30 inches above adjacent grade and not over any basement or story below.
6. Painting, papering, tiling, carpeting, cabinets, countertops, and similar finish work not involving structural changes or alterations.
7. Prefabricated swimming pools that are equal to or less than 24 inches deep.
8. Swings, non-habitable tree houses, and other playground equipment.
9. Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.
10. Decks not exceeding 200 square feet in area that are not more than 30 inches above grade at any point, are not attached to a dwelling and do not serve the exit door required by Section R311.4.
11. Repairs that are limited to 25 percent of roof covering and building siding within one calendar year.

Electrical:

1. Listed cord-and-plug connected temporary decorative lighting.
2. Reinstallation of attachment plug receptacles but not the outlets therefor.
3. Replacement of branch circuit overcurrent devices of the required capacity in the same location.
4. Electrical wiring, devices, appliance, apparatus, or equipment operating at less than 25 volts and not capable of supplying more than 50 watts of energy.
5. Minor repair work including the replacement of lamps and fuses or the connection of approved portable electrical equipment to approved permanently installed receptacles.

Gas:

1. Portable heating or cooking appliances with a self-contained fuel supply.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
3. Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

Mechanical:

1. Portable heating appliances with a self-contained fuel supply.
2. Portable ventilation appliances.
3. Portable cooling units.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
6. Portable evaporative coolers.
7. Self-contained refrigeration systems containing ten pounds or less of refrigerant or that are actuated by motors of one horsepower or less.
8. Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

Plumbing:

1. The stopping of leaks in drains, water, soil, waste or vent pipe; provided, however, that if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves, or fixtures, and the removal and reinstallation of water closets, provided such repairs to do involve or require the replacement or rearrangement of valves, pipes or fixtures.