



TOWN OF ROXBURY CONNECTICUT

Building Department
Tuesday-Friday 8 AM – 1 PM
Phone Number – (860) 355-2948

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

PROCEDURE FOR OBTAINING A BUILDING PERMIT

PLEASE READ CAREFULLY

FAILURE TO COMPLY WITH THESE REQUIREMENTS MY CAUSE A DELAY IN
THE APPROVAL OF YOUR APPLICATION

The permit application must be submitted with the following:

- Two sets of plans, including support documentation such as engineering/product information
- License/Registration and letter of authorization from the homeowner
- Proof of Workman's Compensation (Certificate or Affidavit)
- IEEC Compliance worksheet, is required on all new homes
 - <REScheck> <http://www.energycodes.gov/rescheck>
- Application fee
- Swimming pool agreement form when applicable

An application submitted to the Building Department for review will be approved or denied within 30 days. Please note that a building permit cannot be issued without the approval for all applicable departments. **IT IS THE RESPONSIBILITY OF THE APPLICANT TO SUBMIT A COMPLETED SIGN-OFF SHEET WITH THE REQUIRED APPROVALS.**