

## **Permitting Procedure:**

Due to the COVID-19 emergency, the permitting process has changed until further notice. While Sullivan Independence Hall will remain closed to the public, it is the Town's intention to maintain the permitting process in the following manner:

All application forms are available for download online.

A physical drop box will be located at the south lobby of Sullivan Independence Hall.

All application materials must be deposited into the drop box by 2:30 PM on Mondays, Wednesdays and Fridays only.

Town staff will circulate the applications to the appropriate departments and facilitate inter departmental review and sign off.

Application materials must include the email address of contact person for the application.

The relevant departments will send specific feedback on your permit application via email with notification regarding permit fees and how to mail your payment(s).

Approved permits will be emailed to the applicant. Permits will not be issued until fees are received.

Town staff will be available by phone and email to answer questions about your application or the process.

You may also scan and email your application material.

## **Contacts:**

### **Building Department**

Building Permit forms can be found here: <https://fairfieldct.org/content/10726/11006/15742.aspx>

For Building Department questions, call (203) 256-3036

Email contact: Tom Conley [tconley@fairfieldct.org](mailto:tconley@fairfieldct.org)

For most Building Permits, 3 sets of architectural plans are required in addition to the Building Permit application.

### **Planning and Zoning**

Planning and Zoning permit forms can be found here: <https://fairfieldct.org/zoning/files>

For Zoning questions, call (203) 256-3050

Email contact: Matt Decker [mdecker@fairfieldct.org](mailto:mdecker@fairfieldct.org)

Applications for certificate of zoning compliance require (2) class A-2 surveys and one set of building plans in addition to the application form

## **Conservation Department**

Conservation forms can be found here: <https://www.fairfieldct.org/conservation/files>

For questions regarding the inland wetland process, call (203) 256-3071

Email contact: Brian Carey [bcarey@fairfieldct.org](mailto:bcarey@fairfieldct.org)

## **Engineering Department**

Engineering permit applications can be found here: <https://www.fairfieldct.org/engineering/files>

Projects requiring onsite detention requirements will be determined after plan review.

For Engineering questions, call (203) 256-3015

Email contact: Bill Hurley [whurley@fairfieldct.org](mailto:whurley@fairfieldct.org)

## **Sewer Department**

Sewer permit and Street Opening forms can be found here: <https://fairfieldct.org/sewer/files>

For Sewer Department questions, call (203) 256-3003

For Sewer inspections, call (203) 767-4708

Email contact: Chris Rogers [crogers@fairfieldct.org](mailto:crogers@fairfieldct.org)

## **Health Department**

Health Department application forms can be found here: <https://www.fairfieldct.org/health/files>

For Health Department questions call (203) 256-3020

Email contact: Rob Guerrero [rguerrera@fairfieldct.org](mailto:rguerrera@fairfieldct.org)

## **Fire Marshal**

Plans to be reviewed by the Fire Marshal shall be placed in the drop box at Fire Headquarters  
140 Reef Road

For Fire Marshal questions call (203) 254-4720

Email contacts: [Fire-fireprevention@fairfieldct.org](mailto:Fire-fireprevention@fairfieldct.org),

Phil Higgins [phiggins@fairfieldct.org](mailto:phiggins@fairfieldct.org)