



City of Middletown

BUILDING DIVISION

245 DeKoven Drive, Middletown, CT 06457

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

CRITERIA LIST:

Pulling Permit as Property Owner

1. Fill out the Permit Application
2. An affidavit for insurance needs to be completed. They are available in our office or on the website. If homeowner is doing the work themselves a 7B is required (free notarization is available in the office). If you are the owner of the property but are hiring a contractor to do the work for you a 7A form is required.
4. If you are making any structural changes to the location you will need to have two full sets of plans showing the work that you are doing along with a list of materials. These plans need to be detailed, to scale and labeled properly.
5. If the location of proposed work belongs to an association (HOA), their approval letter will be needed stating exactly what is being done at the location and giving their consent to do so.
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 The City of Middletown.