



Town of Wallingford Building Department
45 South Main Street, G40, Wallingford, CT 06492
203.294.2005-office 203.294.2095-fax

Luigi (Lou) Coppola, Sr., CBO
Chief Building Official

Building Permit Application Instructions

Please fill in the application in its entirety and either mail or email with all pertinent information. Cash is accepted only in-person and checks to be made out to "Town of Wallingford". Incomplete applications may be returned to sender.

Please see the below Department Contact List for information of the other Town Departments to obtain their written approvals when applicable. Not all departments may be required for your specific project. Please contact our office via email (Building@WallingfordCT.Gov) or phone (203.294.2005) for assistance.

For examples:

Fire Marshal: All projects not associated with 1 and 2 family projects.

Planning & Zoning: All projects concerning changes of use, new commercial and residential projects, increasing ground coverage projects, building setback requirements, altering roof lines, accessory apartments, etc...

Health Department: All projects impacting well water and/or septic systems, food service & cosmetology establishments, daycare, asbestos & lead abatement.

Water & Sewer Division: Construction of all new buildings, alterations, renovations and additions to existing buildings.

- Demolition of existing buildings.
- Installation of additional plumbing fixtures or drains, if part of a substantial addition or renovation.
- Modification to the water and/or sewer lines.
- Installation or modifications to the fire protection systems or irrigation systems.
- Food service establishments.
- Vehicle service areas.
- Commercial & Industrial process water or floor drains.
- Activities in the Watershed Protection District or Aquifer Protection Areas.
- Any sub-surface (basements) sanitary sewer line work.

Inland/Wetlands: All projects increasing footprint on property such as pools, sheds, additions, parking lots, etc... to verify wetlands are not impacted.

Engineering: All commercial projects requiring site plan approval related to drainage, sidewalks, etc...

Electric Division: All projects involving exterior electric service work such as meter cans, risers, underground services, etc... All work involving new, replacement and upgrades to electric service work, solar photovoltaic, battery storage and service re-connect after 12 months of being off must obtain "green slip" from Wallingford Electric Division.

"Who May Apply For A Permit"

Permit applicants must be either the Owner of the single family, a registered Home Improvement Contractor or a Licensed Trade Individual. A licensed trade individual may authorize someone else by giving that person a letter of authorization (LOA) describing them giving the authorized person permission to act on their behalf. LOA must accompany application, be signed by licensed individual and describing job specifics.



Town of Wallingford

Department Contact List

Fire Marshal

Phone: 203.294.2766-office...Fax: 203.294.2736
Location: 75 Masonic Avenue, Wallingford, CT 06492
Email: bschock@wallingfordfd.com

Planning & Zoning

Phone: 203.294.2090-office...Fax: 203.294.2095
Location: 45 South Main Street, Room G-40, Wallingford, CT 06492
Email: kevin.pagini@wallingfordct.gov

Health Department

Phone: 203.294.2065...Fax: 203.294.2064
Location: 45 South Main Street, Room 215, Wallingford, CT 06492
Email: health@wallingfordct.gov

Water & Sewer

Phone: 203.949.2672...Fax: 203.949.2678
Location: 377 South Cherry Street, Wallingford, CT 06492
Email: neil.amwake@wallingfordct.gov

Inland/Wetland

Phone: 203.294.2093...Fax: 203.294.2095
Location: 45 South Main Street, Room G-40, Wallingford, CT 06492
Email: erin.ohare@wallingfordct.gov

Engineering Department

Phone: 203.294.2035...Fax: 203.284.4012
Location: 45 South Main Street, Room 203, Wallingford, CT 06492
Email: engineering@wallingfordct.gov

Electric Division

Phone: 203.294.2271...Fax: 203.294.2267
Location: 100 John Street, Wallingford, CT 06492
Email: n/a (must call)

Dept. of Public Works

Phone: 203.294.2105...Fax: 203.294.2107
Location: 29 Town Farm Road, Wallingford, CT 06492
Email: publicworks@wallingfordct.gov

Building Department

Phone: 203.294.2005...Fax: 203.294.2095
Location: 45 South Main Street, Room G-40, Wallingford, CT 06492
Email: l.coppola@wallingfordct.gov

Permit Fee Schedule:

Fee = Labor & Material costs, and must equal fair market value of both, regardless of free labor and/or material.

Fee = \$14.00 per thousand with a \$28.00 minimum.

\$1.00 – \$2,000.00	=	\$28.00 fee
\$3,000.00 (3 x \$14.00)	=	\$42.00 fee
\$4,000.00 (4 x \$14.00)	=	\$56.00 fee
\$5,000.00 (5 x \$14.00)	=	\$70.00 fee

All construction costs are rounded up to the next thousand for cost purposes.

Example 1:

If your project is \$2,400.00, that is rounded to \$3,000.00 and the permit fee would be \$42.00.

Example 2:

If your project is \$10,700.00, that is rounded to \$11,000.00 and the permit fee would be \$154.00.

Example 3:

If your project is \$103,423.00, that is rounded to \$104,000.00 and the permit fee would be \$1,456.00.

Any questions regarding your permit fee calculations please email Building@WallingfordCT.Gov or phone (203.294.2005).