



# OSBI BUILDING PERMIT CHECKLIST

PROJECT NAME: \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_

1.  Completed [building application form](#).
2.  Set of completed signed & sealed construction documents (inc. code sheet, life safety, MEP's)
3.  Independent structural review (\*)
4.  Statement of special inspections. (If required)
5.  Energy conservation per IECC.
6.  Education training fee remittance. (\*)
7.  OSFM recommendation for permit issuance.

(\*) Threshold projects only. Pursuant to section 29-276b of the Connecticut General Statutes, this section shall apply to any proposed structure or addition thereto that exceeds one or more of the following threshold limits:

1. Having four stories;
2. 60 feet in height;
3. With a clear span of 150 feet in width;
4. Containing 150,000 square feet of total gross floor area;  
**Exception:** For Group S (Storage) the limit shall be 250,000 total gross square feet.
5. With an occupancy of 1,000 persons;
6. Group I (Institutional) use with 150 beds or persons;
7. Group R-1 (Residential) hotels or motels with 200 rooms in a single structure;
8. Group R-2 (Residential) multiple-family with 100 dwelling units in a single structure;
9. Group S (Storage) parking structures with 1,000 cars.

*Threshold limits shall not apply to alterations, repairs or change of occupancy to any existing building.*