

## **How to Obtain an “After the Fact” Permit for Work Previously Done**

Apply using the proper permit application for the work that was done.

After answering yes to the question about submitting the application as the homeowner, a question is asked about who is doing the work. If you did the work yourself or acted as the general contractor, choose one of those options. If you hired a contractor, choose that option and you will need to upload the contractor’s license and proof of worker’s compensation. If you did not do the work yourself or hire a contractor, choose the “other” option and then the *This is an “after the fact” permit* option.

Finish filling out the remaining answers on the permit and describe in detail all the work that was done without a permit **WHETHER YOU CHOOSE THE “AFTER THE FACT” OPTION OR ONE OF THE OTHER OPTIONS, YOU MUST INDICATE IN YOUR DESCRIPTION THAT THE WORK WAS DONE PREVIOUSLY WITHOUT A PERMIT.** You will need to enter a realistic cost for all the work done, as this is how the permit cost is calculated.

This applies to all work done that requires its own permit, including HVAC, plumbing or electrical work, wherein a separate permit application for each must be submitted.

For any electrical work, ***whether you did the work yourself or not***, a letter from a licensed electrician on official letterhead and a copy of the electrician’s license will be required verifying that they have reviewed the work and found it was done correctly and up to code, and include any corrections made if necessary. These must be uploaded into the electrical permit.

All “after the fact” permits will be issued with the following notation: “***CONDITION OF ISSUANCE: This permit is being issued to address construction work previously done without the proper permits and inspections. It is not known at this time if any violations of the Connecticut State Building Code exist, which must be remedied before a certificate of approval/occupancy will be issued. This permit should not be construed as approval of any portion of the work previously done.***

There may be conditions will require the removal of wall, floor and/or ceiling finishes as deemed necessary by the building official or licensed contractors who are certifying the work.