



OFFICE OF OPERATIONS  
BUILDING DEPARTMENT

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## Submission Requirements for Stamford Departments

### Submission Requirements for Zoning Enforcement and Environmental Protection Board

- Zoning Permit Application
- Architectural Plans
- A survey of the property may be required reflecting existing and proposed site conditions showing the size and exact location of all existing conditions and all improvements.
- A site plan, grading plan, landscape plan, floor plans and exterior elevations may be required based on the scope of work proposed.
- Soil Erosion Control Plan per Connecticut Guidelines for Soil Erosion and Sedimentation Control.
- Photographs to show existing conditions may be requested.
- **Contact for more information:** [Zoning Enforcement](#), [EPB](#)

### Submission Requirements for Health Department

- Site Plan prepared by a Professional Engineer registered in the State of CT showing existing and proposed conditions for following types of projects: pool or spa/hot tub, new septic systems, well construction, repair or abandonment.
- Architectural plans and specifications for following types of projects: Multi-family dwellings, apartments, rooming house, hotels, assisted living and continuing care facilities.
- **Contact for more information:** [Health](#)

### Submission Requirements for WPCA

- Site Plan prepared by a Professional Engineer registered in the State of CT showing existing and proposed conditions including all exterior wastewater pipes and connections with invert elevations.
- Architectural Plans depicting existing and proposed conditions to the facility. The plans shall include plumbing schematics showing existing and proposed interior wastewater pipes, grease management equipment, kitchen fixtures and equipment.
- A written statement describing the following:
- The type and size of the existing grease management equipment and which kitchen fixtures or drains currently discharge into the unit(s).
- The type and size of proposed grease management equipment and which kitchen fixtures or drains will discharge into the unit(s).
- Specifications and cut sheets (including dimensions and size) of all proposed and/or existing kitchen fixtures and equipment designed to discharge into the grease management equipment.
- Specifications, cut sheets, and manufacturer maintenance requirements or recommendations of all proposed and existing grease management equipment to be utilized.
- **Contact for more information:** [WPCA](#)

### Submission Requirements for Engineering

- A Street Opening Permit for all work within the City of Stamford Right-of-Way.
- Site plan showing trees to be removed within the City of Stamford Right-of-Way the Tree Ordinance.
- Site plan and structural details showing retaining walls greater than three (3) feet in height prepared by a Professional Engineer licensed in the State of Connecticut. A Final Improvement Location Survey will be required by a professional land surveyor licensed in the State of Connecticut.
- Provide EPB Permit #, Zoning Permit #, Zoning Board of Appeals #, Subdivision #, if applicable.
- **Contact for more information:** : [Engineering](#)

#### **Submission Requirements for Fire Marshal**

- Life Safety plan showing furniture layout with egress measurements, exit signage, and emergency lighting if not shown elsewhere.
- Site plan showing flow hydrants and test hydrant, pipe length, type pipe, pipe size, fittings, backflow devices, PIV, FDC and corresponding hydraulic nodes on underground piping and devices. Provide Thrust block details.
- Fire alarm system plans and riser diagrams
- Architectural plans showing wall details including how to construct them if using a prescriptive method or specific design standard. Need UL Details or other approved agency of all fire barriers, fire wall, and fire partitions or detail the prescriptive method per code. Need door schedule showing fire ratings, closure types, and hardware. Need window and door details showing openings be properly protected in are fire rated assemblies if applicable.
- **Contact for more information:** [Fire Masrshal](#)

#### **Submission Requirements for Traffic Engineering**

Based on a comprehensive review of the Building Applications, the following may be required by the Applicant:

- Site Plan prepared by a Professional Engineer registered in the State of CT showing: abutting roadways, sidewalks and pedestrian access ways, access drives, roadside fixtures, on and off street parking (If applicable).
- Traffic Impact Study prepared by a Professional Engineer registered in the State of CT, with expertise in Traffic Engineering (if not already submitted as part of Land Use Board approval process).
- Maintenance and Protection of Traffic Plan (MPT), per the Transportation, Traffic & Parking Bureau MPT Guidelines.
- Signage and Pavement Markings Plan with accompanying legend in details sheets. All signs and pavement marking shall be MUTCD compliant.
- Construction Parking Management Plan
- Landscaping Plan
- Sightline Studies and/or Plan
- **Contact for more information:** [Traffic Engineering](#)