

**Town of Brooklyn, CT
69 South Main Street**

How to Obtain Permits in Brooklyn

Land Use & Building Office Audrey Cross-Lussier, 860-779-3411 x12	Monday-Wednesday 8am-5pm & Thursday 8am-6pm
Building Official John Berard 860-779-3411 x12	Monday 8-9am & Thursday 5-6pm
Wetlands & Zoning Official Martha Fraenkel 860-779-3411 x31	Monday–Thursday 10am to 4pm
Community Dev. Director & Planner Jana Roberson 860-779-3411 x14	Tuesday–Wednesday 8am-5pm

**COMPLETE EACH STEP – SEE TOWN OF BROOKLYN BUILDING AND LAND USE DEPARTMENTS
WEBPAGES FOR FORMS AT <http://www.brooklynct.org/departments>**

1. **Public Health Code:** The Northeast District Depart. of Health, in Brooklyn, CT, must approve construction projects. It is located at 69 South Main St, at the rear of the building. Phone: 860-774-7350.
2. **Inland Wetlands and Watercourse Approval:** All new structures, including additions, decks, etc. and all work on a lot that disturbs the land must be reviewed by the Wetlands Officer. Even if you believe there are no wetlands or watercourses on the property; a review is required and an application and permit may be required. Submit a map of the property showing all your property lines
 - driveway
 - septic and well areas
 - existing house/structures
 - wetlands, ponds and streams
 - proposed activity/construction
3. **Planner Review:** The Town Planner reviews all projects of a commercial nature. A permit from the Planning and Zoning Commission may be required.
4. **Zoning Permit:** Complete an application, submit with the same map prepared for wetlands approval. BY STATE LAW, a zoning permit cannot be issued until AFTER the wetlands approval is granted.
5. **Driveway Permit:**
 - For a driveway on a Town road, contact Highway Dept. at (860) 779-3411 ext. 3.
 - For a driveway on a State road, contact CT Dept. of Transportation in Norwich, Permits Department, at (860) 823-3230.
6. **Building Permit:** Submit a completed application along with:
 - Certificate of Insurance
 - Building plans including foundation, elevations, cross-sections
 - Floor plan with window and door sizes
 - Name and license numbers of all contractors, including electricians, plumbers, and heating.

A building permit cannot be issued until all other reviews and approvals are completed.