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.brooklyncit.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.*

7/24/17