

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

How to Obtain Permits in Brooklyn

Building Office & Land Use Admin Asst

Lisa Lindia 860-779-3411 ext 12

Monday-Wednesday 8am-5pm & Thursday 8am-6pm

Terry Mahanna 860-779-3411 ext 38

Monday-Thursday 10am-3pm

Building Official

John Berard 860-779-3411 ext 15

Monday 8am-5pm & Thursday 5-6pm

Wetlands & Zoning Official

Margaret Washburn 860-779-3411 ext 31

Monday–Thursday 8am to 3pm

Interim Town Planner

Manuel Medina 860-779-3411 ext 14

Tuesday, Thursday 8am-12pm

COMPLETE EACH STEP – SEE TOWN OF BROOKLYN BUILDING AND LAND USE DEPARTMENTS

WEBPAGES FOR FORMS <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. Zoning permit and payment can be done online on the brooklynct.org website.
5. **Driveway Permit:**
 - For a driveway on a Town road, contact Highway Dept. at (860) 779-3411 ext. 3.
6. For a driveway on a State road, contact CT Dept. of Transportation in Norwich, Permits Department, at (860) 823-3230.

Building Permit: Submit a completed application along with:

- B100 Form from Northeast District Department of Health
- 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.