



# CITY OF NEW HAVEN

Justin Elicker, Mayor



## BUILDING DEPARTMENT

200 Orange Street, 5<sup>th</sup> Floor

New Haven, CT 06510

Phone: (203) 946-8045 Fax: (203) 946-8049

[www.newhavenct.gov](http://www.newhavenct.gov)

James Turcio  
Building Official

Michael Piscitelli  
Economic Development  
Administrator

### CONTACTS FOR REQUIRED PLAN REVIEW SIGN-OFFS

**(Please Call for Appointment)**

1. **WPCA, 260 East Street, [www.gnhwpca.com](http://www.gnhwpca.com)**  
 Ricardo Ceballos, [RCeballos@gnhwpca.com](mailto:RCeballos@gnhwpca.com) .....203-466-4122  
*Sewer connections and/or outside grease traps*  
 Christopher Findley, [CFindley@gnhwpca.com](mailto:CFindley@gnhwpca.com) .....203-466-5277 ext. 274
2. **City Engineer, 200 Orange Street, 5<sup>th</sup> Fl., Suite 503 (plan review and E-2 slips for new addresses)**  
 Dawn Henning, Project Manager, [DHenning@newhavenct.gov](mailto:DHenning@newhavenct.gov) ..... (o) 203-946-8101  
..... (c) 475-434-1643
3. **Traffic & Parking, 200 Orange Street, Ground Fl.**  
 Bruce Fischer, Traffic Engineer, [BFischer@newhavenct.gov](mailto:BFischer@newhavenct.gov) .....203-946-8073
4. **Zoning, 165 Church Street, 5<sup>th</sup> Fl.**  
 Nathaniel Hougrand, Planner II, [NHougrand@newhavenct.gov](mailto:NHougrand@newhavenct.gov) ..... 203-946-6375  
 Historic Commission, [hdc@newhavenct.gov](mailto:hdc@newhavenct.gov) ..... 203-946-7842
5. **Environmental Health, 54 Meadow Street, 9<sup>th</sup> Fl.**  
 Lorraine Reed, [lreed@newhavenct.gov](mailto:lreed@newhavenct.gov) ..... 203-946-8174  
 Shelly Longo, Senior Sanitarian, [slongo@newhavenct.gov](mailto:slongo@newhavenct.gov) ..... 203-946-8332  
 Brian Wnek, Senior Sanitarian [bwnek@newhavenct.gov](mailto:bwnek@newhavenct.gov) ..... 203-946-6760  
 Glenda Buenaventura, Sr Sanitarian, [gbuenaventura@newhavenct.gov](mailto:gbuenaventura@newhavenct.gov) ..... 203-946-7373
6. **Fire Marshal, 952 Grand Avenue**  
 .....203-946-6232
7. **Assessor, 165 Church Street, 1<sup>st</sup> Fl.**  
 Alex Pullen, Acting City Assessor, [APullen@newhavenct.gov](mailto:APullen@newhavenct.gov) .....203-946-6353
8. **Other**  
 \_\_\_\_\_

#### Additional Requirements

- |  |  |
|--|--|
| 1. <input type="checkbox"/> Geotech Report                   | 4. <input type="checkbox"/> Schedule of Values--entire cost of project including cost of all mechanicals broken down by trades |
| 2. <input type="checkbox"/> Statement of Special Inspections | 5. <input type="checkbox"/> Worker's Compensation Certificate  |
| 3. <input type="checkbox"/> Energy Code Compliance Report    | 6. <input type="checkbox"/> Three (3) Copies of Plans  |
| <input type="checkbox"/> RES Check                           | 7. <input type="checkbox"/> Peer review Threshold Letter   |
| <input type="checkbox"/> Com Check                           |  |



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### PLAN REVIEW PROTOCOL AND CITY DEPARTMENTAL APPROVAL PROCESS

(Effective March 1, 2018)

Pursuant to the Connecticut State Building §105.3.1 the Building Official is required to issue or deny a permit within a 30-day period. To facilitate this process, we require three (3) sets of plans for departmental review and approval. If the Applicant obtains **all** required approvals the permit will be issued.

If we have not received **all** of the required plan approvals by the 30<sup>th</sup> day of receipt of the permit application, the permit application and plans will be returned to the Applicant and marked “**Denied for Lack of Approval**” from the following City Department(s):

- WPCA ..... 203-466-5280
- City Engineer..... 203-946-8101
- Traffic & Parking Traffic Engineer..... 203-946-8073
- Zoning ..... 203-946-6375  
203-946-7842
- Environmental Health..... 203-946-8174
- Fire Marshal ..... 203-946-6232
- Assessors ..... 203-946-6353
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

Please contact the department indicated above for more information on the status of your plan review. Detailed contact information provided on the back of this form.

**Date Plans Returned:** \_\_\_\_\_

**Dept. Staff Initials:** \_\_\_\_\_