**Checklist for Permits, Certifications, and Approvals**

**Department of Administrative Services, Construction Services**

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| **DAS Project Manager:** |       | **Date:** |       |
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| **DAS Project Number:** |       |  |  |
|  |  |  |  |
| **DAS Project Title:** |       |
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| **Facility Address:** |       |
|  |  |
| **Anticipated Bid Date** |       |  |
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| **Project Delivery Method:** | [ ]  | Design-Bid-Build | [ ]  | Design-Build | [ ]  | CMR (Construction Manager At Risk) |
| **Submitted With:** | [ ]  | Proposal Phase *(Preliminary Applicable Review)* |
|  | [ ]  | SD Phase |
|  | [ ]  | DD Phase *(Include Completed Drafts Of All Applicable Permit Applications)* |
|  | [ ]  | CD Phase |
|  | [ ]  | Bid Phase |
|  | [ ]  | Environmental Phase |
| **Project Type:** *(Check All Applicable* *to this Project)* | [ ]  | New | [ ]  | Addition |
|  | [ ]  | Major Renovation | [ ]  | Minor Renovation |
| **Other Information:** |  |
| Existing Gross Square Footage (GSF): |       | No. of Existing Parking Spaces: |       |
| Proposed New GSF: |       | No. of Proposed New Parking Spaces: |       |
| Proposed GSF To Be Demolished: |       | No. of Existing Parking Spaces To Be Demolished: |       |
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| **INSTRUCTIONS TO ARCHITECT/ENGINEER CONSULTANT:** |
| * **For all Department of Administrative Services (DAS) Construction Services Projects:** This Checklist shall be submitted with the Architect/Engineer Consultant’s (“Consultant”) proposal and revised and resubmitted with **each** Preconstruction Phase Submittal.
* The Checklist must be submitted to the **DAS Project Manager**, with copies to the **DAS Environmental Planning Unit** and the **DAS Office of the State Building Inspector**. See the addresses below.
* Comments may be included at the end of the Checklist.
* Drafts of all permits, certifications, and approvals shall be submitted as part of the Design Development (DD) Phase Submission.
* Select the appropriate answers from the dropdown menus for each permit, certification, and approval.
* See “**Additional Checklist Instructions**” (3030.1) at the end of the Checklist for additional information.
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| **In addition to submitting this Checklist to the DAS Project Manager, submit a copy of the Checklist to:** |
| DAS Construction ServicesEnvironmental Planning Unit 450 Columbus Blvd, Suite 1305Hartford, CT 06103 | **And** | DAS Construction ServicesOffice of the State Building Inspector450 Columbus Blvd, Suite 1303Hartford, CT 06103 |

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| **fedeRal Agencies** | **Telephone****Number** | **Click On Drop Down Box In Each Category** |
| **Is the Permit Required?** | **Who is responsible to obtain Permit?** | **Permit Status** |
| **ARMY CORPS OF ENGINEERS (USACOE)** |
| [Connecticut Programmatic General Permits](http://www.nae.usace.army.mil/Missions/Regulatory/State-General-Permits/) Applicability: Projects with structures or work in navigable waters of the United States and projects that discharge dredged or fill material into waters/wetlands of the United States; the projects shall result in minimal adverse effects to aquatic resources. | 202-761-5903 |  |  |  |
| **Individual Permit Procedures** Applicability: Projects that have more than minimal individual or cumulative impacts to aquatic resources, are evaluated using additional environmental criteria, and involve a more comprehensive public interest review. See [Connecticut General Permits](http://www.nae.usace.army.mil/portals/74/docs/regulatory/StateGeneralPermits/CT/Connecticut_General_Permits-August_2016.pdf) for more information. | 202-761-5903 |  |  |  |
| **Environmental Protection Agency (EPA)** |
| [PCBs in Caulk](https://www.epa.gov/pcbs/polychlorinated-biphenyls-pcbs-building-materials) *(See Form 1170 DAS PCBs in Caulk Policy)*Applicability: In general, projects that disturb existing caulk in buildings constructed/renovated/repaired between 1950 and 1979. | 860 713-5631 |  |  |  |
| [Sole Source Aquifer (SSA) Review](https://www.epa.gov/dwssa) Applicability: Projects that have federal funding and are located within a SSA. CT has two SSAs: the Pootatuck Aquifer (Newtown, Monroe, and Easton) and the Pawcatuck River Aquifer (Stonington and North Stonington). | 617-918-1683 |  |  |  |
| **Federal Aviation Administration (FAA)** |
| [Notice of Proposed Construction or Alteration](https://oeaaa.faa.gov/oeaaa/external/portal.jsp) Applicability: Projects that may affect navigable airspace.  | 781 238-7522 |  |  |  |

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| **state Agencies** | **Telephone****Number** | **Click On Drop Down Box In Each Category** |
| **Is the Permit Required?** | **Who is responsible to obtain Permit?** | **Permit Status** |
| **Connecticut Siting Council (CSC)** |
| [Certificate of Environmental Compatibility & Public Need](http://www.ct.gov/csc/cwp/view.asp?a=945&Q=581574&PM=1&cscNav=|55842|) Applicability: Projects that include telecommunication towers, electric generating facilities, and transmission lines which may have a substantial adverse environmental effect in the state. | 860 827-2935 |  |  |  |
| **Department of Administrative services (DAS)** |
| **Environmental Planning & Energy Unit** (responsible for managing the following activities during DAS construction projects) |
| Above and/or Underground Storage Tank Installation | 860 713-5631 |  |  |  |
| Above and/or Underground Storage Tank Removal | 860 713-5631 |  |  |  |
| Connecticut Environmental Policy Act (CEPA) and Initial Environmental Review | 860 713-5631 |  |  |  |
| Environmental Site Assessments: | 860 713-5631 | ― | ― | ― |
| * Phase I
 | 860 713-5631 |  |  |  |
| * Phase II
 | 860 713-5631 |  |  |  |
| * Phase III
 | 860 713-5631 |  |  |  |
| * Remedial Action Plan (RAP)
 | 860 713-5631 |  |  |  |
| Hazardous Material Inspection/Abatement Request (asbestos, PCBs, lead, or indoor air quality) | 860 713-5631 |  |  |  |
| High Performance Buildings | 860 713-5631 |  |  |  |
| LEED | 860 713-5631 |  |  |  |
| National Environmental Policy Act (NEPA) | 860 713-5631 |  |  |  |
| Property Transfer Program | 860 713-5631 |  |  |  |

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| **STATE AGENCIES**(continued) | **Telephone****Number** | **Click On Drop Down Box In Each Category** |
| **Is the Permit Required?** | **Who is responsible to obtain Permit?** | **Permit Status** |
| **DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS)** (continued) |
| **Office of the State Building Inspector (OSBI)** |
| ***Construction Project Initiation*** |
| Building Permit Application (Form 3040)  | 860-713-5900 |  |  |  |
| Connecticut State Demolition Code | 860-713-5900 |  |  |  |
| Certificate of Compliance-Preconstruction (Form 3150) | 860-713-5900 |  |  |  |
| Statement of Special Inspections (CASE Form 101) | 860-713-5900 |  |  |  |
| Third Party Structural Review (Threshold Only) | 860-713-5900 |  |  |  |
| Building Code Modification Request | 860-713-5900 |  |  |  |
| Accessibility Exemption Waiver Request  | 860-713-5900 |  |  |  |
| Chair Lifts, Wheelchair, and Limited Elevators Application Request  | 860-713-5900 |  |  |  |
| ***Construction Project Close-out*** |
| Certificate Of Occupancy Checklist (Form 7160) | 860-713-5900 |  |  |  |
| Certificate of Occupancy (from OSBI) | 860-713-5900 |  |  |  |
| Certificate of Substantial Completion (Form 7810) | 860-713-5900 |  |  |  |
| Certificate of Compliance-Construction Phase (Form 7150) | 860-713-5900 |  |  |  |
| Certificate of Acceptance (Form 7820) | 860-713-5900 |  |  |  |
| **Office of the State Fire Marshal (OSFM)** |
| Fire Code Modification Request  | 860-713-5750 |  |  |  |
| **Bureau of Properties and Facilities Maintenance** |
| Leasing/Transfers/Acquisitions/Easements | 860 713-5682 |  |  |  |
| Proximity to Railroads/Bus Routes(Only for leasing or purchasing properties) | 860 713-5631 |  |  |  |
| **Department of Agriculture (DOA) (Contact DAS Environmental Planning -- 860-713-5631)** |
| [Farmland Preservation Program](http://www.ct.gov/doag/cwp/view.asp?a=3260&q=399016) *(25 plus acres of prime or statewide farmland soils)* | 860 713-5631 |  |  |  |
| **Office of early childhood** |
| [Child Day Care Licensing Program](http://www.ct.gov/oec/cwp/view.asp?a=4542&q=544636) Applicability: Projects that include the construction of a Child Day Care Facility. | 860 500-4450 |  |  |  |
| **Department of Economic and community development (DECD)** |
| **Office of the Arts** |
| [Art in Public Spaces Program](http://www.ct.gov/cct/cwp/view.asp?a=3933&q=464312) Applicability: Projects that involve the construction, reconstruction or remodeling of any state building that will be open to the public or intended for such use, exclusive of any shed, warehouse, garage, building of a temporary nature or building located on the grounds of a correctional institution. | 860 256-2800 |  |  |  |
| **State Historic Preservation Office** |
| [Environmental Review](http://www.ct.gov/cct/cwp/view.asp?a=3948&q=293806) Applicability: Projects **that might affect historic resources.** | 860-256-2759 |  |  |  |

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| **STATE AGENCIES**(continued) | **Telephone****Number** | **Click On Drop Down Box In Each Category** |
| **Is the Permit Required?** | **Who is responsible to obtain Permit?** | **Permit Status** |
| **Department of Energy & Environmental Protection (DEEP)** |
| [Where to Begin](http://www.ct.gov/deep/cwp/view.asp?a=2709&q=324232&deepNav_GID=1643) (Permit Assistance Office) | 860 424-3003 | ― | ― | ― |
| **Common Forms** |
| [Coastal Consistency Review](http://www.ct.gov/deep/cwp/view.asp?a=2705&q=441852&deepNav_GID=1622) Applicability: Projects within the coastal boundary and within a town in the coastal area. | 860 424-3034 |  |  |  |
| [NDDB Review Request](http://www.ct.gov/deep/cwp/view.asp?a=2702&q=323466&deepNav_GID=1628) *(Endangered, threatened, and special concern species and habitats)* Applicability: Projects that intersect with or overlap an NDDB Area of Concern for state listed species. | 860 424-3011 |  |  |  |
| **Air Emissions Permits** |
| [New Source Review (NSR) Permit](http://www.ct.gov/deep/cwp/view.asp?a=2709&q=324136&deepNav_GID=1643) Applicability: In general, projects that install a new stationary source of air pollution with potential individual air pollutant emissions greater than 15 tons per year, unless an exemption is met or the source operates under one of the “permit by rule” regulations. | 860 424-4152 |  |  |  |
| [General Permit to Limit Potential to Emit from Major Stationary Sources of Air Pollution (GPLPE)](http://www.ct.gov/deep/cwp/view.asp?a=2709&q=324214&deepNav_GID=1643#GPLPE)Applicability: In general, projects that install a major stationary source of air pollution with potential emissions equal to or greater than Title V source thresholds and actual emissions are less than 80% of such thresholds. | 860 424-4152 |  |  |  |
| [Permit-by-Rule Notification](http://www.ct.gov/deep/cwp/view.asp?a=2709&q=324214&deepNav_GID=1643#permitbyrule) Applicability: In general, projects that install a new source with potential emissions greater than 15 tons per year and operate the source under one of the “permit by rule” regulations. | 860 424-4152 |  |  |  |
| [Title V Operating Permit](http://www.ct.gov/deep/cwp/view.asp?a=2684&q=322176&deepNav_GID=1997) Applicability: In general, projects that install a major source of air pollution. The Title V Operating Permit is a facility-wide permit. | 860 424-4152 |  |  |  |
| **Coastal Program Permits** |
| [Minor Coastal Structures](http://www.ct.gov/deep/cwp/view.asp?a=2709&q=324222&deepNav_GID=1643#MinorCoastalGP) Applicability: Projects that include the construction, installation, maintenance, removal and seasonal replacement of various minor structures within the tidal, coastal, and navigable waters of the state below the elevation of the coastal jurisdiction line and, where specifically allowed, in tidal wetlands. | 860 424-3034 |  |  |  |
| [Coastal Maintenance](http://www.ct.gov/deep/cwp/view.asp?a=2709&q=324222&deepNav_GID=1643#CoastalMaintenanceGP) Applicability: Projects that include the maintenance of various coastal structures and activities within the tidal, coastal, and navigable waters of the state. | 860 424-3034 |  |  |  |
| [Programmatic General Permit, Department of the Army](http://www.ct.gov/deep/cwp/view.asp?a=2709&q=324222&deepNav_GID=1643#CoastalGeneralPermits) Applicability: Projects with structures or work in navigable waters of the United States and projects that discharge dredged or fill material into waters of the United States; see **Army Corps of Engineers** on page 2 of this Checklist. | 202-761-5903 |  |  |  |
| [Structures, Dredging & Fill Permit](http://www.ct.gov/deep/cwp/view.asp?a=2709&q=324222&deepNav_GID=1643#LongIslandSound) Applicability: Projects that are waterward of the Coastal Jurisdiction Line in tidal, coastal or navigable waters of the state. | 860 424-3034 |  |  |  |
| [Tidal Wetlands Permit](http://www.ct.gov/deep/cwp/view.asp?a=2709&q=324222&deepNav_GID=1643#LongIslandSound) Applicability: Projects within tidal wetlands. | 860 424-3034 |  |  |  |
| [Coastal 401 Water Quality Certification](http://www.ct.gov/deep/cwp/view.asp?a=2709&q=324168&deepNav_GID=1643) Applicability: Projects which may result in a discharge to navigable waters (including all wetlands, watercourses, and natural & man-made ponds) and require a federal license or permit. | 860 424-3034 |  |  |  |
| [Certificate of Permission Application](http://www.ct.gov/deep/cwp/view.asp?a=2709&q=324222&deepNav_GID=1643#CoastalGeneralPermits) Applicability: Certain minor activities involving dredging, erection of structures, or fill in any tidal, coastal or navigable waters of the state. | 860 424-3003 |  |  |  |

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| **STATE AGENCIES**(continued) | **Telephone****Number** | **Click On Drop Down Box In Each Category** |
| **Is the Permit Required?** | **Who is responsible to obtain Permit?** | **Permit Status** |
| **DEPARTMENT OF ENERGY & ENVIRONMENTAL PROTECTION (DEEP)** (continued) |
| **Inland Water Resources Permits (Contact the DAS Environmental Planning Unit for DEEP Coordination: 860-713-5631)** |
| [Aquifer Protection Area](http://www.ct.gov/deep/cwp/view.asp?a=2709&q=324222&deepNav_GID=1643#AquiferProtection) Applicability: Projects located within an Aquifer Protection Area and involve Regulated Activities. | 860 424-3019 |  |  |  |
| [Inland 401 Water Quality Certification](http://www.ct.gov/deep/cwp/view.asp?a=2709&q=324168&deepNav_GID=1643) Applicability: Projects which may result in a discharge to navigable waters (including all wetlands, watercourses, and natural & man-made ponds) and require a federal license or permit. | 860 424-3034 |  |  |  |
| [Dam Construction Permit](http://www.ct.gov/deep/cwp/view.asp?a=2709&q=324170&deepNav_GID=1643) Applicability: Projects that include the construction, alteration, repair or removal of dams, dikes, reservoirs and similar structures. | 860 424-3706 |  |  |  |
| [Flood Management Certification](http://www.ct.gov/deep/cwp/view.asp?a=2709&q=324172&deepNav_GID=1643) Applicability: Projects located in or affecting floodplains, floodways, or storm drainage facilities. | 860 424-3706 |  |  |  |
| [Inland Wetlands & Watercourses Permits](http://www.ct.gov/deep/cwp/view.asp?a=2709&q=324174&deepNav_GID=1643) Applicability: Projects that shall conduct any operation within or use of a wetland or watercourse involving the removal or deposition of material, or any obstruction, construction, alteration or pollution of such wetlands or watercourses. | 860 424-3019 |  |  |  |
| [Water Diversion Permit](http://www.ct.gov/deep/cwp/view.asp?a=2709&q=324178&deepNav_GID=1643) *(Detention/Retention Ponds)* Applicability: In general, any project that will result in the alteration of surface water flows and withdrawals of surface and ground water exceeding 50,000 gallons in any 24-hour period. | 860 424-3019 |  |  |  |
| [Diversion of Remediation Groundwater](http://www.ct.gov/deep/cwp/view.asp?a=2709&q=324222#InlandWaterResources) Applicability: Projects that include any diversion of remediation groundwater greater than 50,000 gallons during any twenty-four hour period. | 860 424-3019 |  |  |  |
| [Diversion of Water for Consumptive Use](http://www.ct.gov/deep/cwp/view.asp?a=2709&q=324222#InlandWaterResources) Applicability: Projects that include diverting the waters of the state in excess of 50,000 gallons per day. | 860 424-3704 |  |  |  |
| [Water Resource Construction Activities](http://www.ct.gov/deep/cwp/view.asp?a=2709&q=324222#construction) Applicability: In general, projects that include trail construction, public works projects, infrastructure repairs, conservation activities, and US Army Corps of Engineers General Permit and 401 Water Quality Certification within wetlands, watercourses and/or flood plains. | 860 424-3019 |  |  |  |
| **Wastewater Discharge Permits** |
| [Domestic Sewage](http://www.ct.gov/deep/cwp/view.asp?a=2709&q=324212&deepNav_GID=1643#SewageGP) Applicability: Projects that will generate a discharge of domestic sewage from a community sewerage system to a Publicly Owned Treatment Works (POTW or sewage treatment plant). | 860 424-3025 |  |  |  |
| [Food Service Establishment Wastewater](http://www.ct.gov/deep/cwp/view.asp?a=2709&q=324212&deepNav_GID=1643#FogGP) Applicability: Projects that include the installation of a “Fats, Oil, and Grease” (FOG) separator. | 860 424-3758 |  |  |  |
| [Miscellaneous (MISC) Discharges of Sewer Compatible Wastewater](http://www.ct.gov/deep/cwp/view.asp?a=2709&q=324212&deepNav_GID=1643#MiscellaneousGP) Applicability: Projects that will generate miscellaneous discharges of wastewater to a POTW either directly via a sanitary sewer, or to an approved holding tank. **See the general permit for applicable discharges.** | 860 424-3025 |  |  |  |
| [Stormwater and Dewatering Wastewater Associated with Construction Activities](http://www.ct.gov/deep/cwp/view.asp?a=2709&q=324212&deepNav_GID=1643#StormwaterConstructionGP) Applicability: Construction activities that disturb one or more total acres on a site regardless of project phasing resulting in discharges of stormwater and dewatering wastewater. | 860 424-3025 |  |  |  |
| [Vehicle Maintenance Wastewater](http://www.ct.gov/deep/cwp/view.asp?a=2709&q=324212&deepNav_GID=1643#VehicleGP) Applicability: Projects that will generate a discharge of wastewater from 1) floor washdown and incidental drippage from vehicles as a result of routine servicing operations and 2) washing of vehicle exteriors or steam cleaning of engines.  | 860 424-3025 |  |  |  |

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| **STATE AGENCIES**(continued) | **Telephone****Number** | **Click On Drop Down Box In Each Category** |
| **Is the Permit Required?** | **Who is responsible to obtain Permit?** | **Permit Status** |
| **DEPARTMENT OF ENERGY & ENVIRONMENTAL PROTECTION (DEEP)** (continued) |
| **Waste & Materials Management Permits** *and* **Remediation & Site Clean-Up** |
| [Aerial Pesticide Application](http://www.ct.gov/deep/cwp/view.asp?a=2709&q=324182&deepNav_GID=1643) Applicability: Projects that apply pesticides and fertilizers by aircraft. | 860 424-3369 |  |  |  |
| [Aquatic Pesticide Application](http://www.ct.gov/deep/cwp/view.asp?a=2709&q=324184&deepNav_GID=1643) Applicability: Projects that introduce pesticides into the waters of the state for control of aquatic organisms. | 860 424-3369 |  |  |  |
| [Beneficial Use Determination (BUD) Approval](http://www.ct.gov/deep/cwp/view.asp?A=2718&Q=325332) Applicability: Projects that will generate a solid waste material and want to provide such material to others for beneficial use. | 860-424-3366 |  |  |  |
| [Contaminated Soil and/or Sediment Management](http://www.ct.gov/deep/cwp/view.asp?A=2709&Q=329620) *(Staging and Transfer)* Applicability: Projects that include the staging, transfer, and temporary storage of contaminated soil and/or sediment. | 860 424-3366 |  |  |  |
| [Disposal of Special Wastes (Including Asbestos)](http://www.ct.gov/deep/cwp/view.asp?a=2709&q=324202&deepNav_GID=1643) Applicability: Projects that include the disposal of a "special waste" or asbestos into Solid Waste Disposal Areas (Connecticut landfills) or Resources Recovery Facilities. | 860 424-3366 |  |  |  |
| [Emergency or Temporary Authorization to Discharge to Groundwater to Remediate Pollution](http://www.ct.gov/deep/cwp/view.asp?a=2709&q=324222&deepNav_GID=1643#remeata) Applicability: Projects that include the discharge of a substance into groundwater to remediate pollution. | 860 424-3705 |  |  |  |
| [Groundwater Remediation Wastewater Directly to Surface Water](http://www.ct.gov/deep/cwp/view.asp?a=2709&q=324212&deepNav_GID=1643#GroundwaterSurface) Applicability: Projects that will generate a discharge of groundwater remediation wastewater directly to a surface water during the process of investigating and remediating groundwater and soil. | 860 424-3025 |  |  |  |
| [Groundwater Remediation Wastewater to a Sanitary Sewer](http://www.ct.gov/deep/cwp/view.asp?a=2709&q=324212&deepNav_GID=1643#RemediationGP) Applicability: Projects that will generate a discharge of groundwater remediation wastewater directly to a sanitary sewer during the process of investigating and remediating groundwater and soil. | 860 424-3025 |  |  |  |
| [Property Transfer Program](http://www.ct.gov/deep/cwp/view.asp?a=2715&q=325006&deepNav_GID=1626) Applicability: Projects that include the transfer of certain real properties and/or businesses ("establishments"). | 860-424-3705 |  |  |  |
| [Radiation - Registration of Devices](http://www.ct.gov/deep/cwp/view.asp?a=2713&q=324824&deepNav_GID=1639%20) Applicability: Projects that install Diagnostic and Therapeutic X-Ray (DTX) Devices and Radioactive Materials and Industrial (RMI) Devices. | 860 424-3029 |  |  |  |
| [Site Characterization and/or Remediation](http://www.ct.gov/deep/cwp/view.asp?a=2715&Q=568326&deepNav_GID=1626) Applicability: Projects that include the investigation and remediation of environmental contamination. | 860-424-3705 |  |  |  |
| [Underground Storage Tanks](http://www.ct.gov/deep/cwp/view.asp?a=2692&q=322600&deepNav_GID=1652) Applicability: Projects that include the installation and/or removal of an Underground Storage Tank(s). | 860 424-3374 |  |  |  |
| **Public Utilities Regulatory Authority** |
| [Utility Service](http://www.ct.gov/pura/site/default.asp?puraNav=|): | 860 827-1553 |  |  |  |
| ***NOTE:*** *The Consultant* ***shall******not contact*** *the Public Utilities Regulatory Authority unless requested to do so by the DAS Project Manager. In the event that the utility company and DAS Construction Services are unable to reach an agreement with regard to utility services for the project, the Consultant may be instructed to contact the Public Utilities Regulatory Authority.* |

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| **STATE AGENCIES**(continued) | **Telephone****Number** | **Click On Drop Down Box In Each Category** |
| **Is the Permit Required?** | **Who is responsible to obtain Permit?** | **Permit Status** |
| **Department of Public Health (DPH)** |
| [Asbestos Abatement Notification Form](http://www.ct.gov/dph/cwp/view.asp?a=3140&q=417050&dphNav=|&dphNav_GID=1889) Applicability: Projects that include Asbestos Abatement. Must be submitted to DPH at least ten days prior to the start of asbestos abatement. | 860 509-7367 |  |  |  |
| [Asbestos Alternative Work Practice Form](http://www.ct.gov/dph/cwp/view.asp?a=3140&q=417050&dphNav=|&dphNav_GID=1889) Applicability: Projects that include Asbestos Abatement and alternative work practices.  | 860 509-7367 |  |  |  |
| [Asbestos Demolition Notification Form](http://www.ct.gov/dph/cwp/view.asp?a=3140&q=417050&dphNav=|&dphNav_GID=1889) Applicability: Projects that include demolition of buildings that contain no known asbestos-containing material. Must be submitted to DPH at least ten days prior to the start of demolition. | 860 509-7367 |  |  |  |
| [Asbestos Management Plan](http://www.ct.gov/dph/cwp/view.asp?a=3140&q=417042&dphNav=|&dphNav_GID=1889) Applicability: An Asbestos Management Plan must be submitted to DPH if the purpose of a project is to inspect and document asbestos-containing building material in schools for grades kindergarten to 12. | 860 509-7367 |  |  |  |
| [Environmental Laboratory Certification](http://www.ct.gov/dph/cwp/view.asp?a=3140&q=387442&dphNav_GID=&dphNav=) Applicability: Projects that include the construction of an environmental laboratory which tests drinking water, sewage, solid waste, soil, air, food, and other environmental samples for bacteria, inorganics, organics, and radiochemicals. | 860 509-7389 |  |  |  |
| [General Application - Public Water System](http://www.ct.gov/dph/cwp/view.asp?a=3139&q=387316&dphNav=|&dphNav_GID=1824) Applicability: Projects that include the construction of a regulated public water system. | 860 509-7333 |  |  |  |
| [Health Care Facilities - Certificate of Need (CON)](http://www.ct.gov/dph/cwp/view.asp?a=3902&q=562014) Applicability: In general, projects that include the construction, renovation, or termination of health care facilities that provide services for the prevention, diagnosis or treatment of human health conditions. | 860 418-7001 |  |  |  |
| [Lead-Based Paint](http://www.ct.gov/dph/cwp/view.asp?a=3140&q=387550&dphNav_GID=1828) Applicability: In general, projects that include painted surfaces in structures built before 1978. | 860 509-7299 |  |  |  |
| [Public Pools](http://www.ct.gov/dph/cwp/view.asp?a=3140&q=387654&dphNav_GID=1601) Applicability: Projects that include the construction, alteration or reconstruction of public pools. | 860 509-7296 |  |  |  |
| **Subsurface Sewage Treatment and Disposal System**(Septic System) Applicability: Projects that include a septic system, as described below: | (see below) | ― | ― | ― |
| * + [Local Health Department](http://www.ct.gov/dph/cwp/view.asp?a=3123&q=397740): Conventional system with design flow less than 2000 gpd.
 | [Local Health Dept.](http://www.ct.gov/dph/cwp/view.asp?a=3123&q=397740) |  |  |  |
| * + [DPH Sewage Program](http://www.ct.gov/dph/cwp/view.asp?a=3140&q=387438&dphNav_GID=1828&dphPNavCtr=|#47142): Conventional system with design flow between 2000 and 5000 gpd.
 | 860-509-7296 |  |  |  |
| * + [DEEP Subsurface Sewage Disposal Program](http://www.ct.gov/deep/cwp/view.asp?a=2721&q=325706&deepNav_GID=1654): Conventional system with design flow greater than 5000 gpd; community system; and alternative treatment system.
 | 860-424-3025 |  |  |  |
| **Department of Transportation (DOT)** |
| [Encroachment Permit](http://www.ct.gov/dot/cwp/view.asp?A=1394&Q=259544) Applicability: Projects that require the use of a State highway for purposes other than travel. Normally, excavations, utility work, driveway curb cuts, etc. within the right of way. | 860 594-2610 |  |  |  |
| **Office of the State Traffic Administration (OSTA) (Contact the DAS Environmental Planning Unit for OSTA Coordination: 860-713-5631)** |
| [Administrative Decisions](http://www.ct.gov/dot/cwp/view.asp?a=2314&q=503916) Applicability: **New facilities:** 200 or more parking spaces and/or a gross floor area of 100,000 square feet or more **OR** **existing facilities with a MTG Certificate:** 50 or more parking spaces and/or any increase in square footage; **BUT** have demonstrated through a traffic impact analysis that the added traffic **DOES NOT** trigger the need for mitigation or traffic safety measures on the State highway system.  | 860 594-3020 |  |  |  |
| [Major Traffic Generator Certificate](http://www.ct.gov/dot/cwp/view.asp?a=2314&q=461866) Applicability: Projects that include 200 or more parking spaces, or a gross floor area of 100,000 square feet or more, **AND** trigger the need for mitigation or traffic safety measures on the State highway system.  | 860 594-3020 |  |  |  |

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| **municipal** | **Telephone****Number** | **Click On Drop Down Box In Each Category** |
| **Is the Permit Required?** | **Who is responsible to obtain Permit?** | **Permit Status** |
| **CITY OF HARTFORD** |
| [Greater Hartford Flood Certificate of Approval](http://www.hartford.gov/dpw/about-us/320-dpw/527-flood)Applicability: In general, projects located within the floodplain management authority of the Greater Hartford Flood Commission. | 860 757-9971 |  |  |  |
| **All MUNICIPALITIES** |
| **Planning and Zoning** *(Note: State agencies are exempt from local planning and zoning regulations. However, where possible the goal is to be consistent with local regulations.)* | [List of CT Towns](http://portal.ct.gov/en/Government/Cities-and-Towns#E) | ― | ― | ― |
| **Building Demolition Permit** (issued by Town Building Department) | [List of CT Towns](http://portal.ct.gov/en/Government/Cities-and-Towns#E) |  |  |  |
| **Subsurface Sewage Treatment and Disposal System**(Conventional system with design flow less than 2000 gpd) | [Local Health Department](http://www.ct.gov/dph/cwp/view.asp?a=3123&q=397740) |  |  |  |

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| **ENERGY CONSERVATION PROGRAMS** | **Telephone****Number** | **Click On Drop Down Box In Each Category** |
| **Is the Permit Required?** | **Who is responsible to obtain Permit?** | **Permit Status** |
| [Energize CT: Energy Conscious Blueprint](https://www.energizect.com/your-business/solutions-list/Energy-Conscious-Blueprint) | *(Eversource, United Illuminating, Connecticut Natural Gas, Southern Connecticut Gas)* | 877 947 3873 |  |  |  |
| [Energize CT: Energy Opportunities](https://www.energizect.com/your-business/solutions-list/Energy-Opportunities) | 877 947 3873 |  |  |  |

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| **PERMANENT Utility Services** |
| **The Consultant is required to research, as applicable, potential connection fees and permits** associated with each permanent utility service provider.A copy of the specific project data from the permanent utility company including the date of the agreement must be sent to the design engineer.***NOTE:*** *If permanent utility connections are required then the Consultant must note in the applicable utility CSI Construction Specification Section that the Contractor or CMR shall be responsible for* ***obtaining all approvals and paying all fees and costs*** *associated with the each permanent utility connection to each permanent utility provider.* |
| **Date Of Agreement** | **Permanent Utility** | **Connection Needed?** | **Potential Connection Fees** | **Is a Permit Required?** | **Who is responsible to obtain Permit?** | **Permit Status** |
|       | **Cable TV** |  |       |  |  |  |
|       | **Closed Circuit TV** *(Agency System)*  |  |       |  |  |  |
|       | **Electric** *(Eversource, UI etc.)* |  |       |  |  |  |
|       | **Fire Alarm** *(Connected to Fire Dept.)* |  |       |  |  |  |
|       | **Gas** *(Eversource, CNG, SCG etc.)* |  |       |  |  |  |
|       | **Security Systems** |  |       |  |  |  |
|       | **Septic** *(DPH/DEEP)* |  |       |  |  |  |
|       | **Sewer** *(Town, MDC, agency-owned systems, etc.)* |  |       |  |  |  |
|       | **Telephone**  |  |       |  |  |  |
|       | **Water Supply** *(Utility)* |  |       |  |  |  |
|       | **Other:**       |  |       |  |  |  |
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| **OTHER PERMITS, CERTIFICATIONS, OR APPROVALS** | **Telephone****Number** | **Click On Drop Down Box In Each Category** |
| **Is the Permit Required?** | **Who is responsible to obtain Permit?** | **Permit Status** |
|       |       |  |  |  |
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| **COMMENTS** |
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| **A/E CONSULTANT Signature** |
| At this submission phase, I/we have reviewed each permit, certification, and approval to determine if it is applicable to the project and will prepare all necessary permit, certification, or approval applications, as well as all required documentation for each application for the project. |
| **Signed:** |  | **Date:** |       |  |
|  | *(Architect/Engineer Signature)* |  |  |  |
|  |  |  |
| **Architect/ Engineer Firm Name:** |       |  |
|  | *(Typed or Printed)* |  |
|  |  |  |
| **Phone Number:** |       |  |
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| **Email:** |       |  |
|  | *(Typed or Printed)* |  |

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| **In addition to submitting this Checklist to the DAS Project Manager, submit a copy of just the Checklist to:** |
| DAS Construction ServicesEnvironmental Planning Unit 450 Columbus Blvd, Suite 1305Hartford, CT 06103 | **And** | DAS Construction ServicesOffice of the State Building Inspector450 Columbus Blvd, Suite 1303Hartford, CT 06103 |

**End**

**Checklist for Permits,**

**Certifications, and Approvals**

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| **additional checklist instructions** |

**Consultant’s Responsibility:**

* + For all DAS Construction Services projects, the Consultant (or in the case of a Design-Build Project, the Design-Build Firm) shall ensure that all required permits, certificates, and/or approvals are obtained for the project.

**Evaluation and Review:**

* + The list of permits, certificates, and approvals is meant to assist the Consultant with their evaluation; the list and the brief “Applicability” descriptions are not intended to be all-inclusive. Ultimate responsibility for evaluating all permits, certificates, and approvals resides with the Consultant.
	+ The Consultant shall review each permit, certification, and approval to determine if it is applicable to the project.
	+ The Consultant shall also review all prior **environmental documents** for the project to assist in determining required permits and/or mitigation measures.
	+ For supplemental information about an individual permit, certification, or approval, contact the appropriate permitting agency or agency website for specific information.

**Additional Study:**

* If additional study is required by the permitting agency, then an additional scope of work can be negotiated with the DAS Project Manager for such services.

**Submission:**

* As specified in the DAS Consultant’s Procedure Manual, the Consultant shall submit to the appropriate agencies all required permits, certifications, and approvals for the project. This shall include coordinating with the appropriate agencies, preparing and providing needed material, and completing all necessary documents, applications, and forms.
* **NOTE:** For **DEEP Inland Water Resources** and **DOT OSTA approvals**, the Consultant **shall** **coordinate** with the **DAS Environmental Planning Unit** (860-713-5631).

**Fees:**

* DAS is responsible for all application fees.

**General Permit for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities:**

* For the “*General Permit for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities”*, the Consultant is responsible for assisting with and providing permit information in the construction contract documents for use by the General Contractor or CMR.  In addition, the Consultant shall assist with the online registration.
* **The General Contractor, CMR, or Design-Build Firm** is responsible for electronically registering and submitting the “General Permit for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities” on **DEEP’s ezFile website** (for projects involving one [1] acre or more of soil disturbance).

**General Permit for the Discharge of Domestic Sewage:**

* The Consultant shall contact the DEEP and, if applicable, obtain a copy of the facility’s existing *“General Permit for the Discharge of Domestic Sewage”* to determine applicability and correct submittal information.
* If the project will change any information previously submitted on an existing Domestic Sewage Permit, then the Consultant must submit, on behalf of the facility, the correct information in writing to the DEEP.

**Air Emissions Evaluation:**

* If new air emission equipment **(including, but not limited to, boilers, hot water heaters, laboratory fume hoods, spray paint booths, and/or emergency generators)** are to be installed as part of the project, then the Consultant shall include appropriate **air emission calculations** in their evaluations of permit applicability. Actual and potential air emissions calculations shall be performed in accordance with DEEP Bureau of Air Management Regulations. Air emission equipment (to be installed as part of the project) must be evaluated individually (New Source Review Permit) and facility-wide (Title V Permit) with all existing air emission equipment.
* **Air emission calculations shall be summarized in a letter addressed to the DAS Environmental Planning Unit.** The letter must also state that should anything change (e.g., additions or modifications to the equipment), then the owner/agency is responsible for reviewing and updating the permits as necessary.
* If there are any **exemptions** to the permits which are based on operational requirements (for example, an emergency generator), then the letter must include applicable **operational requirements** so as to remain in compliance with the permit.
* Please consult the [DEEP Air Permitting website](http://www.ct.gov/deep/cwp/view.asp?a=2684&q=322174&deepNav_GID=1619) for additional details and information.

**End - Additional Checklist Instructions**