

BHD PERMIT OVERVIEW

The Bethel Health Department (BHD) reviews technical information daily submitted by residents or their designated agents for a number of various projects that affect their property or business. It is important the applicant supply as much information as possible related to the requested project and read the applicable permit form to assure all specific information requested is provided. Failure to provide needed information will most likely result in delays in processing the application. BHD staffs are required to perform all of these reviews to comply with State Regulations and Statutes.

The BHD staff routinely review and approve projects submitted by residents and business persons covering the following typical areas:

- Permits and approvals for drilling or modifying private wells and construction, repair or expansion of subsurface sewage disposal (septic) systems with discharges of 5,000 gallons per day or less. A typical 4-bedroom home discharges about 400-500 gallons per day.
- Review and approval of projects for home additions, garages, sheds, above and in ground swimming pools, barns, accessory in-law apartments, land disturbances that may affect the septic system, lot splits, accessory storage structures, change in property uses (convert home to restaurant) and other activities that may affect the environmental health of property owners, neighbors, or the general public.
- Review plans and issue licenses for new and existing food service establishments including schools, temporary food service vendors (fairs, events, etc), restaurants, cart vendors and any other facility that serves food to the public.
- Applications for interior renovations or other minor changes on properties that require minimal BHD review. BHD staffs will “fast track” these applications to expedite review when possible and notify the Building Department of project approval.
- Review and approval of nail salons or other businesses that provide spa services. The applicants must demonstrate knowledge of critical sanitization necessary to protect customers using various client contact equipment.
- Review, approve and inspect day care facilities to assure continued safe facilities for protection of young children.

PERMIT PROCESSING OVERVIEW

How to get through all the appropriate departments to get your permit!

In order to obtain a building permit in the Town of Bethel, the applicant or their approved agent must submit applications to three Town departments and receive three approvals **before** the Building Department will consider the project for their review. The three departments performing the first reviews simultaneously include the Health Department (BHD), the Planning and Zoning Department (P&Z) and the Engineering/Public Works (E/PWD). **(For questions about P&Z or E/PWD permit processes, please refer to their departmental websites for specific information).** Each application, in proper sequence, is reviewed by the four town agencies to confirm compliance with State statutes, regulations, Town ordinances, guidelines and codes in order to obtain approval in their regulatory area of responsibility.

Upon review and approval of your project by these three departments, the paperwork is signed off and the approval is sent directly to the Building Department. Generally the applicant is notified on the date of approval so that they can follow up with the Building Department process.

The applicant can apply to the three departments (BHD, P&Z and E/PWD) at the same time if the departmental forms have been completely filled out and submitted. Once the BHD, P&Z and E/PWD staff has signed off, only then will the Building department start their review.