



## CHESPROCOTT HEALTH DISTRICT

1247 HIGHLAND AVENUE • CHESHIRE, CONNECTICUT 06410

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Maura A. Esposito RS, MPH Director of Health

July 6, 2022

Seth Flynn, Prospect Building Official

Thomas Lozier, Cheshire Building Official

Sid Elahmad, Wolcott Building Official

Re: **Chesprocott's Process New Construction, additions, pools, decks, regulated facilities**

Dear Building Officials,

I want to welcome each of you and look forward to working with each of your departments. Chesprocott has been the local health department serving each of the three municipalities for over 45 years. We work very closely with your departments especially with new construction. While the Town of Cheshire has View Permit which helps ensure all departments have reviewed permits and applications, we all don't have that luxury.

So, for those that are new to the process I will explain what we review:

1. New Construction that will be served by either a septic system or a well or both.
2. Any additions, sheds, pools, decks, lot line changes, garage additions, finished basements whose building is served by either a septic system or a well or both. This is commonly referred to the "B-100 additions". Applications are available on our website.
3. All Food Service establishments, Salons/barbers, public pools and day care centers that request any work are REQUIRED to notify Chesprocott prior to seeking permits regardless of wastewater or water service.

### **For New Construction:**

1. Chesprocott must review AND approve the plot plan prior to issuing any building permits.
2. **When the new construction project has met all health department requirements, the health district will issue a Permit to Discharge to the Building Official which will signify that all health department requirements have been completed. Please DO NOT issue a Certificate of Occupancy until you have received the Permit to Discharge.**

All of Chesprocott's files are uploaded and available from our website:

[www.chesprocott.org](http://www.chesprocott.org)

If you have any questions or concerns, please contact us.

Thanks, Maura, Mike, Michelle, Fallon, Darlene and the staff at Chesprocott.