



Town of Warren

Land Use Office
50 Cemetery Rd
Warren, CT 06754
860-868-7881

Sequence of Events for Construction of Dwellings, Additions, Pools or Accessory Buildings

If you are planning any building or improvement projects, please be aware that dwellings, additions, barns, garages, decks, pools and sheds all **REQUIRE** permits. *This includes "COVER-IT" type sheds and Storable Swimming Pools.* The Inland Wetlands Regulations, Zoning Regulations and Town Ordinances are available online at www.warrenct.org. Below is a summary of the various steps involved for obtaining the required approvals:

1. For a new house, have a soil scientist flag any wetlands on the lot and have an engineer/surveyor develop a site plan that shows the proposed house, driveway, septic system, well location and any wetlands and watercourses located by the soil scientist. Contact Torrington Area Health District at (860) 489-0436 for a list of soil scientists.
2. For a new house, obtain approval from the Torrington Area Health District for the proposed septic system and well location. If there is a septic system on your lot, the Health District must **APPROVE** all additions, decks and accessory buildings. The Health District has a separate pool application permit that must be obtained for all new swimming pools. Contact the Torrington Area Health District Sanitarian at (860) 489-0436.
3. Obtain an Inlands Wetlands Permit from the Warren Inland Wetlands Commission for any work proposed within 100' of a wetlands or watercourse (the regulated inland wetlands areas). The Commission regulates construction, filling and removal of material within the regulated wetlands and watercourse area. Contact the Land Use Office on Mondays and Wednesdays between 9:00 AM and 1:00 PM at (860) 868-7881, ext. 115. The Inland Wetlands Commission currently meets the fourth Thursday of each month at 7:00 PM at the Lower Level Meeting Room at Town Hall. Applications must be submitted one week prior to the meeting date.
4. Obtain a driveway permit from the Planning and Zoning Commission and the First Selectman for all new driveways and modifications to existing driveways. The Town's driveway regulations are detailed in Section 9 of the Town of Warren Zoning Regulations. Applications are available in the Land Use Office and the First Selectman's office.
5. Obtain a Zoning Permit from ZEO for proposed houses, additions, decks, pools and accessory buildings – including "cover-it" sheds and storable pools. The required setbacks in all zones throughout the Town of Warren are 30' for the front yard and 25' for the side and rear yards. Properties located on or near the shorelines of major water bodies with Town may be required to meet additional Shoreline setback requirements. Pools, decks and accessory buildings all require Zoning and Building permits and must meet the minimum zoning setback requirements. Applications must be submitted one week prior to the meeting date.
6. Obtain a Building Permit from Joe Manley, Building Official. He can be reached at (860) 868 7881 ext. 111. He is available on Monday and Wednesday mornings from 7:30 AM to 8:30 AM and on Thursday afternoons from 4:30 PM to 6:00 PM.
7. Please be aware that while projects such as drainage improvements, patio installation, shoreline stabilization, pond maintenance and removal of beaver dams may not require zoning or building permits but will likely still require Inland Wetlands approval. If you are in doubt as to whether a permit is needed for your proposed project, please contact the Land Use Office prior to commencing any work.

The Land use & Building Office personnel are available to answer any questions you may have and to help you navigate the permitting process in order to get your project underway as quickly as possible.