



Town of Pomfret
Planning and Zoning
5 Haven Road
Pomfret Center, CT 06259

Pomfret Zoning Permits

In order to obtain an approved zoning permit with the Town, you will need to complete the following steps:

- 1. Contact the Northeast District Department of Health. They are located at 69 South Main Street, Unit 4, Brooklyn, CT 06234. Phone 860-774-7350. They will issue a B-100 letter which covers changes in use, or in the case of new single-family home construction, an approval to construct a septic system. The exception to this requirement is sheds under 200 sf with no foundation or sauna tubes.**
- 2. It is advised that you check with the Inland Wetlands and Watercourses Commission before applying for your zoning permit to see if it is necessary for you to go through their application process first. Any soil disturbances within 150' of a wetlands or watercourse requires IWWC approval.**
- 2. Complete Pomfret Zoning Permit Application thru Permit Link. This can be accessed through the town webpage – www.pomfretct.gov. A public access computer is available at the Town Hall for those that do not have computer access. Include a sketch of property showing where your house is located, indicating where your project is going. (Proposed location of addition, garage, pool, etc.) Mark the approximate distance to your property lines. In the case of single-family home construction, you will need to submit an A-2 survey prepared by a professional surveyor instead of a sketch.**
- 3. Zoning and Building Officials will receive your application through the web portal. Include with the application the B-100 letter or the approval to construct from the Department of Health and the permit fee of \$110.00 – payable online through Permit Link. Cash or check can still be accepted with the project address listed. The Land Use Office is open Mondays from 8:30 AM – 12:30 PM and Wednesdays from 1:00 PM – 6:00 PM. Phone 860-974-9135. The Zoning Enforcement Officer is in the office each Wednesday from 4:30 PM – 6:00 PM. He will review your application online and notify you of approval.**
- 4. Once Zoning approval is received you can apply for the Building Permit. These permits are also received through Permit Link. Fees can be paid online. Cash or check can also be accepted with the project address listed. The Building Inspector has office hours at the Town Hall each Wednesday from 4:00 PM – 6:00 PM. Phone 860-974-2972. There is generally no wait for the issuance of the Building Permit.**