

254. AN ORDINANCE REVISING THE FEE POLICY FOR PERMITS, INSPECTIONS AND FORMS RELATED TO THE BUILDING AND ZONING REGULATIONS FOR THE CITY OF GROTON

WHEREAS, the State of Connecticut has adopted the Connecticut State Building Code; and

WHEREAS, said code proposes that fees for permits assist defray municipal costs of administering the code; and

WHEREAS, all future fee schedules including categories and amounts, for the Building and Zoning Department, shall be adopted by resolution of the City Council after receipt of recommendation from the Building and Zoning Official; and

THEREFORE, BE IT ORDAINED that the following ordinance be established:

ZONING PERMIT FEES

All zoning permit fees will be assessed based on the zoning regulations.

CHANGE OF BUSINESS FORMS

Changes to business locale or type of business, will require prior authorization from Building and Zoning Official. Applicable to commercially zoned business. Each change request form will be assessed a fee specified in most recent fee schedule.

BUILDING PERMIT FEES

All building permit fees shall be based on the estimated value of construction in accordance with the current Connecticut State Building Code. There will be a fee for any permit that has no action between inspections for more than 180 days.

The permit fees for electrical, plumbing, mechanical, fire protection shall be calculated at the same rate as the building permit fees, except there will not be a certificate of occupancy fee.

The fee for a demolition permit is based on the cost of demolition. There shall not be a State education fee associated with a demolition permit.

Requests for non-permit related inspections or letters of approval shall be assessed a fee per building and shall be paid prior to the inspection or the issuance of the letter.

Note: An additional fee is added to cover the mandated State Education Fee. The fee will be calculated based on the amount set forth by State Statute 29-251c, as amended from time to time, at the time of application.

CERTIFICATE OF OCCUPANCY FEES

All building permits that require the issuance of a Certificate of Occupancy shall be assessed an additional fee based on a percentage of the associated building permit fee.

A Temporary Certificate of Occupancy will only be issued for commercial work at the discretion of the Building Official. The fee for a temporary certificate of occupancy shall be a percentage of the building permit fee of the associated building permit fee and shall be in addition to the certificate of occupancy fee. Said fee shall be paid in full prior to scheduling of the inspection for a temporary certificate of occupancy.

EXPIRED PERMITS

Any permit that is inactive between inspections for more than 180 days will be assessed a fee to have the permit extended. The extension shall be requested in writing and justifiable cause demonstrated.

REFUND POLICY FOR PERMITS

Status of Application

- No Action Taken on Application
- Plan Review Performed
- Plan Review Complete/ Permit Issued

Amount of Refund

Total fee less administrative fee
 A percentage of the total permit fee but not less than the administrative fee
 No Refund

WAIVER OF FEES

No City fee shall be charged for any application except for the service fee for the application and the State Education fee as may submitted by City agencies, boards, commissions or authorities. The Council may, by resolution waive City fees for nonprofit organizations upon written request by the nonprofit organization of which only the State education fee will be applied.

REVIEW AND EVALUATION

All of the above fees required for permits and non-related inspections and letters, shall be reviewed and evaluated by the City Building and Zoning Official at least every five years following the effective date of the Ordinance and any future changes to the fee schedule as set forth herein shall be adopted by resolution of the City Council after receipt of recommendation of the Building and Zoning Official.

WHEREAS, this Ordinance was published in The Day, a newspaper having general circulation in the City of Groton on June 5, 2024 and June 19, 2024; and

WHEREAS, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed; and

WHEREAS, this Ordinance shall be effective upon passage; and

THEREFORE, BE IT RESOLVED, that the Mayor and Council finally approve “An Ordinance revising the fee policy for all permits, inspections and forms related to the Building and Zoning regulations for the City of Groton.”

Initially Approved: June 3, 2024
 Finally Approved: June 17, 2024

 Keith Hedrick, Mayor

 Dani Baycura, City Clerk