



**CITY OF DANBURY**  
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**BUILDING DEPARTMENT**  
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**BUILDING OFFICIAL**

To Whom It May Concern,

In an effort to resolve the requirements for issuing building permits for structures that are commonly owned by a group (HOA), I am offering this letter for clarification. I have attached the code pages listing the types of installations and/or renovations that do not require a building permit. Any type of project not on this exempted list will need to be permitted.

There are two basic types of building permits. A renovations/alterations permit or a mechanical permit. Both types may need approvals from the HOA and the unit owner.

**HOA approval letters will be necessary when submitting an application for the following types of projects:**

1. Project of either type that includes work that penetrates the roof or exterior wall.
2. Project of either type that requires the opening of concrete floors or concrete foundations.
3. Projects that will change an unfinished area to a habitable area such as basements and attics.
4. Projects that will increase the bedroom and/or bathroom count.

**Requirements for obtaining a Building Permit from the City of Danbury:**

**Renovations/Alterations:**

1. Construction plans and/or notes relating to the type of work to be completed will need to be submitted to the Permit Center along with a completed permit application. There are also State required forms regarding insurance and responsible party information that will need to be included with the application. We require 2 sets of the construction plans for one and two family residential projects. We require 3 sets of plans for commercial projects. Townhouse condominiums are considered single family.
2. Mechanical work to be performed within a condominium unit shall be performed by a Connecticut licensed contractor holding a license within that discipline. Homeowners in condominium units are not allowed to do their own electrical, plumbing, and HVAC work without the proper license. If a homeowner obtains the services of a contractor for renovations and alterations, that contractor must be a registered home improvement contractor.

**Mechanical Permits:**

1. Mechanical permit applications should be submitted by the contractor or his/her agent and need to include a description of the work to be performed.
2. Approval letters from the HOA are only required when one of the above situations occur. Any work that would require relocations of equipment on the exterior of the building should be approved by the HOA.

This letter should be viewed as basic guidelines and should not be viewed as an interpretation of HOA bylaws. This letter may not relate to every situation that may occur within a community.

Should you have any questions or concerns about the permit application process, please feel free to contact the Building Department.