

# FAIRFIELD COUNTY BUILDING PROCESS

## Application Submitted to RPC

- \$130 deposit must be included
- Deposit must be a check made out to Fairfield County Building Department
- Four complete set of plans
- Three site plans

## County Processing

Fairfield County obtains plans by:

- Applicant drops plans off or mails to the County
- Fairfield County date stamps the plans when they are received
- Fairfield County prepares plan review package and sends to Toole & Associates
- Fairfield County notifies the Health Department and Fire Department of all applications received

## Plan Review

- Toole & Associates reviews the plans
- Plans are returned to the County with either:
  1. Notice of Non-Compliance
  2. Final Plan Approval

## County Processing

- Fairfield County prepares invoice and calls applicant
- Applicant picks up plans at Fairfield County and pays balance due
- If plans are non-compliant - Resubmittal is required and follows same process as above (no additional deposits to be made)

## Inspections

- Contractors must register with the Fairfield County Building Department
- All required documents and \$75 fee must be submitted to become registered
- Contractor or Applicant calls Fairfield County to request inspection
- Inspections received prior to 3 p.m. will be processed for the next business day
- No specific time is given to the contractor
- After all required inspections are passed, then Toole & Associates will issue Certificate of Occupancy

