



Town of Pomfret
Planning & Zoning Commission
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.
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.
3. Complete Pomfret Zoning Permit Application. This can be picked up at the Town Hall or downloaded from the web page – www.pomfretct.gov. 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.
4. The application can be dropped off at the Town Hall at any time. 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 – checks made out to the Town of Pomfret. The Planning Office is open every Wednesday from 1:00 – 6:00 PM; phone 860-974-9135. The Zoning Enforcement Officer is in the office each Wednesday from 4:30 – 6:00 PM. He will pick up any applications that have come in, visit the site during the course of the week, and typically have the signed application back in the office on the following Wednesday. You should have the location of the project staked or marked before he comes out to visit the site. Approximate wait time for signed permit is one week.
5. You can pick up your signed permit at the Town Hall during the Land Use Clerk's office hours. The Land Use Clerk is in the office on Mondays from 8:30 AM – 12:30 PM and on Wednesdays from 1:00 – 6:00 PM. Call the office before you come in to make sure the permit is on site. You can then take the signed permit to the Building Inspector in order to obtain your Building Permit. The Building Inspector has office hours at the Town Hall each Wednesday from 4:00 – 6:00 PM; phone 860-974-2972. There is generally no wait for the issuance of the Building Permit.