

Town of Windsor Locks

Building, Planning, and Zoning Department
Phone: 860 627 1447
Fax: 860 654 8921



Notification of Proposed Use or Site Modification

Project Address: _____ Unit # _____

Description of use: _____

Are any interior changes (structural, mechanical, plumbing, electrical, for example) being proposed? Yes ____ No ____

If yes, please describe changes here: _____

If no interior changes such as those mentioned above are proposed please initial here to certify that no alterations are proposed to carry out the proposed new use.

NOTE If any structural or floor plan changes are proposed please submit two (2) sets of floor plans with this form to the Building Department. This office will forward one (1) set to the Fire Marshal. This notification form is not a permit.

Please read and sign below:

I, _____, have been made aware that the following agencies may have additional requirements and it is my responsibility to contact each of these to discuss my proposal:

Building Official 860 627 1447

Wetland Agent 860 627 1447

Town Engineering 860 623 0569

Public Works 860 627 1405

Police Department 860 627 1461

Town Planner / Zoning Enforcement 860 627 1447

Fire Marshal (radio, site access, suppression) 860 627 1467

North Central Health Department 860 745 0383

Water Pollution Control Authority 860 627 1490

Other _____

Print Name: _____ Signature: _____

Date: _____ Phone: _____ Email: _____

Staff Comments: