

**Due to COVID-19 concerns our office is transitioning from working remote to alternating times in and out of the office. At this time the Town Hall is open to the public on Monday, Wednesday & Friday 8:30a-12n. Please be sure to call prior to coming to ensure you have all the required documentation.**

Here are some helpful guidelines to assist you with what you may need:

**Realtors/Appraisers/Title Searchers:** For the most efficient service, please email Christine Campasano directly (not through the general town website email) at [ccampasano@simsbury-ct.gov](mailto:ccampasano@simsbury-ct.gov) with any file/permit search requests. Your email should include: property address, specifically what you are requesting copies of (i.e., open and/or closed permits, plot plans, septic plans, etc.) She will be responding to these emails as quickly as possible and can scan and email the documents you request.

**Building Permit applications:** There are several options to file building permit applications:

1) The best and most efficient option is to use our Online Permit Center (see link on [Building Dept](#) home page – **PLEASE NOTE** this will be changing from ViewPermit to City Squared as of 2/17/21). Log in, create a user id and password and follow the directions to apply for the particular permit you need (i.e., Building, Electrical, Plumbing, etc.) Please upload all pertinent documentation (i.e., building plans, contractor information, etc.) With the new system you will not need a [Zoning Compliance](#) form and the fee will automatically be calculated for you if required. You will have the option to pay the fee online with a credit card. If you choose not to pay online you can submit the application without paying and put a check in the mail or put in an envelope clearly marked for the Building Dept and place in the drop box located outside the main entrance to Town Hall. Please enclose some type of reference to the property address or permit number with the payment.

2) [Click here to download the application PDF file](#). Fill out and either email (to [cfenn@simsbury-ct.gov](mailto:cfenn@simsbury-ct.gov)) or fax (860-658-3217) or mail or place in the drop box located at the main entrance to the Town Hall with all required supporting documentation and associated fees (building plans/sketches, Zoning Compliance forms, etc.).

Building fee is \$14.26 per \$1,000 worth of work (we round the estimated cost up to the nearest 1,000 and then calculate the fee) and the Zoning Compliance fee is \$25.

**Inspections:** We are currently scheduling inspections on Monday, Wednesday, Thursday (10a-12n and 2p-4p) and Friday mornings (10a-12n). **PLEASE NOTE:** At this time we are doing most types of inspections but a series of COVID-related questions will be asked to ensure both the safety of the inspector and those on site. The schedule has been extremely busy so please be sure to allow at least 3-5 days notice so we can accommodate your needs.

As always, feel free to leave a message with any other questions or concerns and we will respond to voicemails as soon as possible.

(Updated 2/21)