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MAYOR

CITY OF HARTFORD

DEPARTMENT OF DEVELOPMENT SERVICES
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Sean M. Fitzpatrick
Director

Wednesday, May 26, 2016

RE: Accepting Building and Trade Applications via U.S. Mail

Effective July 1, 2016, the Licenses and Inspections (“L&I”) Division will no longer accept Building and Trade permit applications by U.S. Mail. Permit applications that have not been notarized must be signed before a City official in order to be valid. Moreover, the practice of accepting applications by mail has led to confusion in the past, resulting in unpermitted work being undertaken prior to actual permit issuance.

Permit applications can normally be approved at the L&I Counter at the time of filing, and the vast majority of permit applications receive “same day” processing. Thank you for your cooperation and understanding.

Sincerely,

Michael A. Fuschi

Michael Fuschi
Building Official