



B100a Addition or Change in Use Application Instructions

This form is used to conform to the State of Connecticut Public Health Code, Section 19-13-B100a, which governs building conversions and/or changes in use to existing structures, building additions, garages and accessory structures, swimming pools and sewage disposal area preservation.

You are filling out this form to provide CCHD with important information to assure that you:

- Do not building any structures on top of an existing septic system, and
- Conform to the required separating distances between your septic system and any structures, preserve your septic reserve area, and maintain your property according to the Connecticut Public Health Code.

In addition to filling out this form, you will also need to submit the following:

- A plot plan drawn to scale (ex. 1 inch = 20 feet) showing the location of the house, well, sewer line, septic tank, leaching fields and closest property lines. Be sure to indicate distances between items.
- A written description of the proposed addition, accessory structure or pool.
- If proposing an addition to an existing structure, please provide a sketch of the existing floor plan and a sketch of the proposed floor plan.

Exemptions

You are not required to file a B100a Application for the following:

- Accessory buildings or sheds less than 200 square feet in size, which will sit directly on pressure treated wood or concrete blocks and do not require the pouring of a concrete slab, frost protected footings, Sonotubes™ or any other foundation that would be considered permanent or would disturb the soil.
- Anchoring kits that prevent uplift due to winds which are used for temporary structures. Anchors must not penetrate the septic system. Please note that anchoring kits that require the pouring of a concrete slab or permanent footings do require a B100a review.