



**Town of Winchester  
City of Winsted  
Building Department**

338 Main Street  
Winsted, CT 06098  
Tel. (860) 379-3818  
Fax (860) 738-6598

**TO:** All owners of three family houses, apartment buildings and /or structures containing three or more housing units, within The Town of Winchester/ City of Winsted.

**SUBJECT:** Connecticut General Statute 47a-57 and Winchester Town Ordinance Section 146 Certificate of Occupancy for Apartments and/or Dwelling Units.

The Town of Winchester/ City of Winsted adopted the provisions of Connecticut General Statute 47a-57 through Town of Winchester Ordinance Section 146. Both the statute and ordinance require that vacant apartments and/or dwellings in structures containing three or more housing units, can not be occupied for human habitation, until they have been inspected for compliance with the housing codes adopted by the Town of Winchester, and a Certificate of Occupancy has been issued for the dwelling. In addition the Town of Winchester ordinance requires that a Certificate of Occupancy be issued biennially to each dwelling covered by the ordinance.

The ordinance establishes an inspection fee of \$25.00 for each unit inspected, and requires that the fee be paid prior to the issuance of the Certificate of Occupancy. The ordinance also establishes a penalty of \$90.00 per violation for anyone violating any of the provisions of the ordinance.

The Town of Winchester/City of Winsted through Town of Winchester Ordinance 124 has adopted the BOCA National Property Maintenance Code 1996 edition as the housing/ property maintenance code for the town. The aforementioned statutes, ordinances, and codes are available for inspection in the Building Department, located in the town hall 338 Main Street Winsted, CT.

To ensure that you are in compliance with the aforementioned statutes and ordinances, we ask that you call the building department at 379-3818 to schedule an appointment for inspection of your property. Office hours are Mon-Wed. 8:00am to 4:00pm Thurs. 8:00am to 7:00pm and Fri. 8:00am to noon.