

New Single-Family or Multi-Family Homes

Permit Application Process, Required Inspections and Code Requirements



Paper permit application forms may be downloaded from the [Town website](#) or picked up in the office. Payments can be made by cash, check or credit card (there is a processing fee for credit cards). See below for submittal instructions.

The below permit process is for Residential single-family or multi-family homes, less than 3-units. Applicants for commercial developments or housing developments should contact the Building Department for information on the permit process.

PERMIT REQUIREMENTS

1. Properties on septic should contact the Health Department at 860-871-3608 for requirements. Properties connecting to sewer should contact Public Works at 860-871-3696.
2. **Building Permit** – fee calculated by square footage. See below section “How to Submit Your Application” for more information.
3. **Zoning Permit** - \$125.00
 - Regular lots in the Residential Design District (RDD Zone)
 - State Routes, Old Stafford Road, Goose Lane, Old Post Road, Grant Hill Road, Browns Bridge Road, Grahaber Road: 60 feet minimum distance required to the front property line.
 - All other roads: 40 feet minimum distance required to the front property line.
 - Minimum distance of 25-feet from both side property lines and 50-feet from the rear property line.
 - Rear lots in the Residential Design District (RDD Zone)
 - Minimum distance to the front property line: 100-feet.
 - Minimum distance of 50-feet from both side property lines and 50-feet from the rear property line.
 - When you complete the Zoning portion of the application, you will want to complete the setbacks (which is the distance from a structure to a lot line). You will need to provide the measurements for the distance from the closest side of the house to the closest point for each property line. This should be measurable once you have completed the map requirements below.
4. **A-2 survey, to scale, showing the proposed locations of:**
 - The house.
 - The septic system and well location.
 - Erosion and sediment control placement.
 - Anti-tracking pad.
 - Footing drains.
 - Underground propane and/or air conditioning condenser locations.
 - Driveways longer than 200-ft must have a turnaround to accommodate a 40-ft vehicle.
 - Driveways over 500-ft must have a vehicle bypass of no less than 10-ft by 40-ft.
5. **Structural and floor plans – 2 sets, hard copies, printed full size**

HOW TO SUBMIT YOUR APPLICATION

1. Bring a completed permit application form, A-2 survey and 2 copies of the structural/floor plans to the Building Department.
2. The Building Official will review the plans for any major issues and price the permit. This may take a couple days.
3. The Building Department will contact the applicant with the permit fee totals. When the applicant returns with payment, they should receive a set of building plans returned with notations of any required changes.
4. After payment, the plans will receive a complete review. When the Health, Zoning and Building Departments have completed their reviews, the building permit is issued and emailed to the applicant. This may take 2-4 weeks, depending on the scale of the project or environmental concerns at the jobsite.

WETLANDS

If you are closer than 50-ft from the wetlands and need a wetlands permit:

Wetlands regulations require structures, like houses, to be located 50-ft from the wetland soils and 100-ft from watercourses (bodies of water, such as ponds, streams). If your proposed house location is within that 50-ft/100-ft area (called the Upland Review Area) you will need a *Commission-issued* permit.

- For instructions on how to use the GIS mapping service online to determine if your property has wetlands, please click [here](#).
- Wetlands Applications can be found here: <https://www.tolland.org/inland-wetlands-watercourses-commission/pages/permits-forms>
- Commission-issued wetland permit application fee: \$140.00
- Please contact the Wetlands Department at 860-871-3601, if you have any questions on the wetlands process.

HISTORIC DISTRICT

If the property is located in the Tolland Green Historic District, please contact the Building Department at (860) 871-3601.

INSPECTIONS

- E&S inspections- prior to any earthwork
- Foundation inspections
- Framing inspection
- Any electrical, plumbing, mechanical, insulation, or sheetrock inspections, as needed
- A-2 survey verifying foundation location (As-built) – see attached handout on A-2 survey requirements.
- Final inspection
- Please see this [handout](#) for a complete list

COMMON CODE QUESTIONS

- Tempered glass is required for windows within 5 feet of tubs or showers in bathrooms.
- Egress windows in bedrooms above grade must have an opening of at least 5.7 square feet total, height opening not less than 24-inches and width not less than 20-inches.
- Egress windows in bedrooms at grade level (not more than 44-inches from window sill, up or down to ground) must have an opening of at least 5 square feet total, height opening not less than 24-inches and width not less than 20-inches. Additional code requirements are required for windows below grade in basements. Please contact the Building Department for more information.
- Smoke detectors required in bedrooms and smoke/carbon monoxide detectors required on each finished or partially finished level. Please see this [handout](#) for more information.