

Roofing



Permit Application Requirements, Required Inspections and Code Requirements

Building and Zoning permit applications may be submitted using our [Online Permit Center](#). Paper permit application forms may be downloaded from the [Town website](#) or picked up in the office. Paper permits are accepted by mail, email, in-person or by drop box, located in Parking Lot A on Old Post Road. Payments can be made by cash, check or credit card (there is a processing fee for credit cards).

PERMITS REQUIREMENTS

- 1. Building permit** – based on the retail job cost, materials and labor. Once you have the cost, we can provide the fee amount.
 - Please indicate if you are stripping the roof and how many squares you are replacing.
- 2. Fire Marshal review** required for commercial installations.

HISTORIC DISTRICT

If the property is located in the Tolland Green Historic District, please contact the Building Department at (860) 871-3601. Depending on the materials used, a Certificate of Appropriateness may be required.

INSPECTIONS

- **In progress:** showing plywood seams are taped, ice and water, flashing
 - Pictures may be emailed to the Building Department in place of an in-person inspection. Please call 860-871-3601 for details.
- **Final inspection:** call when the roof is complete to schedule an in-person inspection.

COMMON CODE QUESTIONS

- All plywood seams are to be taped with “zip tape” or equal, or with 4-inch strips of ice & water shield. Alternatively, the entire roof deck can be covered with ice & water shield. (2021 IRC 905.1.1)
- Reroofing with a second layer is allowed. Two layers of shingles is the maximum.
- Please see this [handout](#) on roofing code requirements