

Accessory Dwelling Units (In-law Apartments)



Permit Application Requirements and Zoning Regulations

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).

If your project requires a map, you may use the [Town GIS mapping service online](#) or you may call the office to see if there is a property map on file. For instructions on using the Town GIS, click [here](#).

PERMIT REQUIREMENTS

1. An [Accessory Dwelling Unit Checklist](#) must be completed and signed to authorize compliance with the Tolland Zoning Regulations for Accessory Dwelling Units.
2. A **Building Permit** is required for the construction, for building an addition or structure and/or interior work necessary for creating the accessory dwelling unit. Electrical, plumbing and mechanical permits also required.
3. A **Zoning Permit** is required for newly built detached or attached Accessory Dwelling Units. A zoning permit is not required for ADU's created inside an existing structure.
4. [Public Health Review](#) – for properties on septic systems.
5. **Proposed floor plan sketches** are required. If the apartment is created in an existing building, we also need the existing floor plan.
6. If the Accessory Dwelling unit will be in a newly built addition or detached structure, you will also need to meet the permit requirements for the construction of the addition or detached structure.

COMMON CODE QUESTIONS

- 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.
- Window sills for egress windows can't be more than 44-inches off the finished interior floor. A permanent step may be acceptable.
- Tempered glass is required for windows within 5 feet of tubs or showers in bathrooms.
- 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.