

Fees

For a full list of fees, see the town website. We accept the following forms of payment:

- Cash
- Checks made out to:
"Town of Tolland"
- Credit Cards (a processing fee applies to credit and debit card payments)

Tolland Planning & Building Dept.
21 Tolland Green
Tolland, CT 06084

Monday through Wednesday: 8:00 am - 4:30 pm
Thursday: 8:00 am - 7:30 pm
Friday: closed

A Guide To Building in Tolland



Tolland Planning & Building Dept.

Tel. (860) 871-3601
Fax (860) 871-3628
www.tolland.org

Building

James Paquin, Building Official
jpaquin@tolland.org

Planning & Zoning, Wetlands

David Corcoran, AICP, Planning Director
dcorcoran@tolland.org

Cynthia Murdock, Executive Secretary
cmurdock@tolland.org

Eastern Highlands Health District

www.ehhd.org
Holly Hood
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Acquiring a Building Permit

This brochure is a guide and does not cover all applicable regulations. Contact us to find out additional regulations and requirements that may apply to your property and project.

Building Permits

Most construction requires a Building Permit - contact the Building Department to determine if your project requires a permit. To apply for a Building Permit you will need:

- Applications for a Building/Zoning Permit and a Health Department Permit. You may also need an Inland Wetlands Permit, if your project is near wetlands.
- A Plot Plan showing where on the property you plan to build, with distances and dimensions to all property lines and where your house, well and septic system are located.
- Two sets of construction plans to show how you plan to build your project.

How do I Get Started?

- First, come to the Development Group Office to pick up the application forms and talk with the staff about your specific project (Most forms and regulations are found on www.tolland.org). Check if we have a plot plan of your property and the location of your well and your septic system in our records. Check to be certain your project will meet zoning requirements.
- Then check with the Health District and Wetlands Agent (also in the Development Group office) since those requirements are the first requirements that you will need to satisfy. Those requirements may influence your design and timetable.
- Submit your completed applications to us with all plot plans, building plans and fees.
- After your permits are issued you may begin construction. Required inspection information will be included with the approved permit(s) that is sent to you.

Building Department

The Building Official reviews plans for technical compliance with the Building Code and performs required inspections during construction to ensure that the structure complies with the Building Code. A Certificate of Occupancy or Completion is your assurance that your construction complies with the structural and safety requirements of the Building Code.

A homeowner can apply for a Building Permit for his/her own property and complete any part of the project. All hired contractors must have the appropriate State Licenses or Registrations. We advise that any contractor that you hire take out their own permits.

You must schedule the Building Official’s inspections at least 24 hours in advance. The common inspections are:

- **Footing** - before the concrete is poured
- **Foundation Drain and Waterproofing** - before backfilling the foundation
- **Rough Work** - Framing, Plumbing and Electric are often done together, before insulation and sheetrock
- **Insulation** - Before sheetrock
- **C.O. Inspection** - After the structure is completed

Each project might have its own schedule of inspections. Confirm with the Building Official when you apply for your permit.

Health

The Health District enforces provisions of the Public Health Code related to septic systems, wells and other regulations. Property owners must show that the property contains a suitable septic system repair area before a Building Permit can be approved. The Code also sets minimum separation distances for wells and septic systems.

Minimum Separation from Septic System

Well	75 ft.
Above ground pool	10 ft.
In ground pool:	
Upslope or level from septic	25 ft.
Downslope: with footing drain	50 ft.
Downslope: with no drain	25 ft.
Addition w/footing drain:	
Distance from leach field	25 ft.
Distance from septic tank	25 ft.
Addition without footing drain:	
Distance from leach field	15 ft.
Distance from septic tank	10 ft.
Accessory Structure w/foundation	10 ft.
Accessory Structure/Deck on piers	5 ft.
Shed, gazebo ≤ 200 sq. ft. w/o foundation or piers	exempt

Minimum Separation Distance from Well

In ground pool with footing drain	25 ft.
Addition with foundation with drain	25 ft.

A Sanitarian will review the information provided by you and in our files to determine if your proposal meets the Public Health Code. Additional information may be required, including soil testing and the location of the septic tank and and leach fields.

Planning & Zoning

Zoning Regulations regulate uses and the location of structures. Zoning setbacks are the minimum distances from the property lines that structures must be located. Typical residential structure setbacks are:

Residential Design District (most of Tolland)

Front setback, primary building:	
Local Road	40 ft.
Most collector roads	60 ft.
Front setback, most accessory structures	75 ft.
Side setback, most structures	25 ft.
Rear setback, primary building	50 ft.
Rear setback, most accessory structures	25 ft.

Village Center Zone

Front Setback, primary building	40 ft.
Front Setback, most accessory structure	75 ft.
Side setback, most structures	15 ft.
Rear setback, primary building	50 ft.
Rear setback, most accessory structures	25 ft.

Important Notes

Exceptions to setbacks include Rear Lots; lots in Flexible Lot Subdivisions (e.g., Gottier Farms East Sections 1 & 2, Old Kent South and Lemek Acres; detached garages; and certain structures that have greater setbacks. Please check with the Zoning Officer. Pools may not be in front yards, with some exceptions.

The front property line is NOT the edge of street pavement.

Inland Wetlands

Tolland’s Inland Wetlands & Watercourses Commission regulates activities within 50 feet of inland wetlands and 100 feet from a watercourse (the “Upland Review Area”). Construction activities within these limits requires a permit from the Commission or its Agent.

Wetlands are important because they:

- Recharge ground water
- Purify storm water
- Provide wildlife habitat
- Store water to diminish flooding and maintain stream flow

The Commission must balance the preservation of wetlands with development.

If your project is within the Upland Review Area, but outside of the actual wetland and poses little impact to the wetland, the Agent may issue you a Wetlands Permit within a few days. If your project presents a larger impact to wetlands, you must apply for a Wetlands Permit from the Commission. This permit process can take two weeks to two months.

This is only a guide to the basic elements of construction. If this brochure conflicts with any regulation, the regulation supercedes this brochure. Other regulations may apply to your project, please call the appropriate town staff.

Zoning, Subdivision and Inland Wetland Regulations can be found on line at www.tolland.org. Click on the appropriate department or commission to access the regulations.