



**TOLLAND BUILDING DEPARTMENT**  
**TOWN of TOLLAND/21 Tolland Green, Tolland Connecticut 06084**

## RESIDENTIAL CERTIFICATE OF OCCUPANCY CHECKLIST

These are some of the most common inspection items, provided to give you a basic idea of things that need to be done before a Certificate of Occupancy will be issued. This is only a general list and is not intended to address all possible conditions. References are to the 2009 IRC portion of the 2005 State Building Code State of Connecticut.

### PERMITS AND PLANS

1. Permit information is correct (address, permit number, description of work, etc.) (R106)
2. Permit and approved plans are on site and accessible to the inspector.(R106.3.1)
3. As built plot plans submitted to applicable offices. (Zoning R110.1.1) (Health R106.2.1)
4. All other final inspections and paperwork are approved. (R109) (Plumbing, electric, heating, health, zoning, engineering, etc.)

### EXTERIOR

1. All siding in place. (R703)
2. House numbers at least 4 inches high, plainly visible and legible from the street or road fronting the property. (R319.1)
3. All exterior windows, penetrations, and openings are sealed and flashed to provide a weather-resistant exterior envelope. (R703.1)
4. Masonry chimney terminations are at least 2' above any roof/structure within 10' and not less than 3' above the highest point where the chimney passes through the roof. (R1003.9) Factory-built chimneys and fireplaces shall be listed and labeled and shall be installed and terminated in accordance with manufacturer's installation instructions. (R1005)
5. Fireplaces shall have exterior air supply. (R1006.1)
6. At least a 6" distance from the soil to any untreated exterior wood siding, sheathing, wall framing or trim. ((R317.1)
7. Overall grading shall comply with the approved plot plan. The grade at the foundation shall slope a minimum of 6" down and away from the building in the first 10'. (R401.3)
8. A 3' wide by 6'8" high door leading directly to the outside, (not garage) with proper egress elements is required. Any unsafe doors must be secured from the inside. (R311)
9. At least one ground-fault circuit-interrupter (GFCI) outlet shall be located on both the front and back of the dwelling not more than 6-1/2' feet above grade level.(E3901.7)
10. A service outlet on the same level as the HVAC equipment and within 25' of such equipment. (E3901.11)
11. Vacuum breaker on exterior hose connection. (P2902.4.3)

## DECKS, STAIRS, AND WALKWAYS

1. Cantilevers blocked at bearing line. (Table R502.3.3(2) note “e”)
2. Where a deck or walkway is more than 30” above another floor or grade, guards shall be installed not less than 36” high. (R312)
3. Guards do not allow the passage of a 4” sphere. (R312)
4. Guards installed at sides of stairs do not allow passage of 4-3/8” sphere, with a minimum height of 34” measured vertically from stair nosing. (R312)
5. Triangle formed by riser, tread, and bottom element of guard doesn’t allow passage of 6” sphere. (R312.2)
6. 6’8” Minimum headroom at stairways measured vertically from the nose of the treads, landings, or platforms. (R311.7.2)
7. All stairways shall be provided with illumination. Interior stairways must have a switch controlling the illumination at both the top and bottom of the stairway. (R303.6.1)
8. Stair nosing 3/4” to 1-1/4” required when solid risers are installed. EXCEPTION: When the tread depth is 11” minimum, nosing not required. (R311.7.4.3)
9. Open risers do not allow passage of 4” sphere. EXCEPTION: Stairs less than 30” above adjacent grade. (R311.5.3.3)
10. The greatest nosing projection does not exceed the smallest by more than 3/8” (R311.7.4.3)
11. Stair riser maximum is 8-1/4”, tread minimum is 9” (R311.7.4.1)
12. Stair riser/tread greatest dimension does not exceed the smallest dimension by >3/8”. (R311.7.4.1)
13. Graspable handrails required at stairs with 4 or more risers. (R311.7.7)
14. Handrail height 34” to 38” above nose of tread to top of handrail. (R311.7.7.1)
15. Handrails must return to wall, maximum 4-1/2” off wall with minimum 1-1/2” clear space from inside of rail to face of wall. (R311.7.7.2)
16. Glazing at stairs/walkways within 36” horizontally and 60” vertically from the walking surface, must be tempered/safety glass. (R308.4)
17. Glazing in rooms with shower or tub, within 60” horizontal or shower or tub. (R308.4(5))
18. Glazing adjacent to stairways within 60” horizontally of the bottom tread in any direction, when the exposed surface of the glass is less than 60” above the nose of the tread, must be tempered/safety glass. (R308.4)
19. Exterior doors must have landings, minimum 36” by 36”, or per size of door opening. Can be a maximum of 8-1/4” below top of the threshold if the door does not swing over it. EXCEPTION: For stairways of 3 or fewer risers on the exterior side of a door, other than the required exit door, a landing is not required. (R311.3.2)

## ATTICS

1. Attic access required for areas exceeding 30 square feet and which have a vertical height of 30” or greater. (R807)
2. Accesses are located in hallways or other readily accessible location. (R807)
3. Ceiling attic access is 22” by 30” unobstructed width. 24” walkway provided if any equipment requiring access is installed there. ( R1305.1.3)
4. Proper insulation and thickness is installed. Prescriptive building envelope for Hartford County is: Ceilings R-38, Walls R-20, Floors R-30, maximum 15% glazing. Or a Res-check alternative. (R1102)
5. Blown in insulation has not filled or blocked eave or soffit venting. Maintain 1” minimum clearance between sheathing and insulation. (R806.3)

## INTERIOR

1. One bathroom must be completed, including: a shower or bathtub, lavatory, toilet, non-absorbent flooring, ventilation, and privacy. (R306.1) For the shower area, a non-absorbent wall surface shall extend to a height of not less than 6 feet above the floor (R307.2)
2. Attached single family garages shall be separated from the residence and its attic area by not less than 5/8" type X gypsum board applied to the garage side. Garages beneath habitable rooms shall be separated by not less than 5/8" type X gypsum board. Structures supporting a floor/ceiling assembly to be protected by 5/8" type X gypsum board or equivalent. All joints must be taped. (R302.6)
3. Garage door to house is weather-stripped. (R1102.1.10)
4. Door between house and garage must be 1-3/8" solid wood or hollow or solid steel or equivalent 20 minute fire rated door. And it must be self closing and self latching. (R302.5.1)
5. Ducts in garages that penetrate the walls or ceiling separating the dwelling from the garage are constructed of a minimum No. 26 gage sheet steel and have no openings into the garage. (R302.5.2)
6. Each dwelling unit must have a kitchen area, and each kitchen area must have a kitchen sink. (R306.2)
7. All dwelling units shall have heat for reasonable comfort: 68 degrees at 3 ft above floor and 2 ft off of exterior wall. (R303.8)
8. All kraft faced insulation must be covered per manufacturer's requirements.
9. The maximum length of a clothes dryer exhaust duct shall not exceed 25 ft unless allowed by manufacturer's requirements. Ducts shall be constructed of rigid metal. Flexible transition connector duct shall not exceed 8 ft, shall not be concealed, and shall be listed and labeled in accordance with UL 2158A. (M1502)
10. Electrical service panel labeled, bonded, and grounded. (E3609)
11. There must be access to all plumbing traps with slip joints. (P2704.1)
12. Furnace, ductwork, and register grills must be installed.
13. All gas piping systems must be bonded. (E3609)
14. GFCI receptacles or breakers required for all outlets in: bathrooms, exterior, garage, and basement. (E3902)
15. Arc fault protection for all bedroom receptacles. (E3902.11)
16. Convenience electrical receptacle outlets shall be installed in habitable rooms so that no point measured horizontally along the floor line in any wall space is more than 6 ft from a receptacle outlet. Any unbroken wall space that is 2 ft or more in width must meet this requirement. Hallways of 10 ft or more in length shall have at least one receptacle outlet. (E3901.2.2)
17. All receptacles must be "tamper resistant". (with some exceptions) (E4002.14)

## KITCHENS

1. Dishwasher waste line to be secured to underside of counter or as high as possible and discharge into the sink tailpiece or a standpipe and be trapped and vented. (R2717.2)
2. At least one receptacle outlet shall be installed at each island counter space with a long dimension of 24" or greater and a short dimension of 12" or greater. (E3802.4.2)
3. One outlet for peninsular counter with a long dimension of 24" or greater and short dimension of 12" or greater. A peninsular countertop is measured from the connecting edge. (E3801.4.3)
4. Kitchen receptacle outlets shall be served by a minimum of two 20-amp branch circuits. (E3801.3) Kitchen countertop receptacle outlets shall be installed so that no point along the wall line is more than 24" from an outlet. Outlets can be no higher than 20" above the countertop. A receptacle outlet shall be installed at each wall counter space 12" or wider. (E3801.4)

## WINDOWS AND GLAZING

1. Each bedroom must have an emergency escape and rescue opening meeting the following requirements: Sill not more than 44" above floor, minimum 5.7 sq ft clear opening, 20" minimum width, and 24" minimum height. EXCEPTION: Grade floor openings may have a minimum 5 sq ft clear opening. (R310.1)
2. Safety glazing installed in hazardous locations is marked with type and thickness. Mark is acid etched, sandblasted, ceramic-fired, embossed, or made by other permanent means. (R308.1)
3. Safety (tempered) glass is installed at all hazardous locations, as listed below. (R308.4)
  1. Glazing in swinging doors except jalousies.
  2. Glazing in fixed and sliding panels of sliding door assemblies and panels in sliding and bifold closet door assemblies.
  3. Glazing in storm doors.
  4. Glazing in all unframed swinging doors.
  5. Glazing in doors and enclosures for hot tubs, whirlpools, saunas, steam rooms, bathtubs, and showers. Glazing in any portion of a building wall enclosing these compartments where the bottom edge of the glazing is less than 60" above any walking or standing surface.
  6. Glazing in fixed or operable panels adjacent to a door where the nearest vertical edge is within a 24" arc of either vertical edge of the door in the closed position and where the bottom exposed edge of the glazing is less than 60" above the standing or walking surface.
  7. Glazing in an individual fixed or operable panel, when ALL of the following apply: The exposed area of a individual pane exceeds 9 square ft., the bottom edge is less than 18" above the floor or walking surface, the top edge is greater than 36" above the floor or walking surface, and one or more walking surfaces are within 36" horizontally of the glazing.
  8. Glazing in railings.
  9. Glazing in walls and fences enclosing indoor and outdoor pools, where the bottom edge of the glazing is less than 60" above a walking surface and within 60" horizontally of the waters edge.
10. See DECKS STAIRS AND WALKWAYS for additional requirements.

## CRAWLSPACE/BASEMENT/SLAB-ON-GRADE

1. Upper and lower lally column plates must be fastened in place. (R407.3)
2. All anchor bolts must have nuts and washers securely fastened. (R403.1.6)
3. All under floor spaces require access. Through floor: 18" by 24", through wall: 16" by 24" (R408.4)
4. Venting at crawlspace as shown on plan, with an opening within 3' of each corner and a minimum of 1 square foot of venting per 150 square feet of floor area. (R408.1 & 408.2)
5. Ventilation at crawlspace unobstructed by insulation.
6. Vapor barrier shall be black 6 mil plastic, covering crawlspace completely, with all seams lapped 6" minimum. (N1102.2.9)
7. Insulation is installed tight to underside of floor with no kraft facing exposed. R-30 or sufficient to fill cavity, R-19 minimum. (R1102.1)
8. All debris removed from crawlspace. (R408.5)
9. Joists closer than 18" or girders closer than 12" to exposed earth must be pressure treated or decay resistant heart wood. (R319.1)
10. Slab-on-grade shall be insulated to an R-10 value and extend downward from the top of the slab or downward to the bottom of the slab and then horizontally in either direction until a distance of 2 ft is achieved.

## **SMOKE DETECTORS/CARBON MONOXIDE (CO)**

1. Smoke and CO detectors are required to be installed in the current code required locations when ANY interior renovations requiring a building permit occur. (R314, R315)
2. Alarms to be interconnected and hard wired unless the area of work does not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawlspace, or basement available which could provide access for the hard wiring.
3. Smoke alarms at every floor level including basements, in each bedroom, and outside each bedroom group.
4. CO detectors to be installed outside of each sleeping area, in the immediate vicinity of the bedrooms.

## **OIL TANKS**

1. 660 Gallons maximum indoors or above ground.
2. 5' clearance to any source of ignition or flame, whether or not it is exposed.
3. Oil line must be protected and secured.
4. Shutoff valve required.
5. Fill and vent piping must terminate at least 2' from any building opening and be of the proper size according to the manufacturer's specifications.
6. Tolland Town Ordinance prohibits underground fuel storage tanks from being installed on a new residential home property, and on an existing residential home property where there is currently no underground fuel storage tanks installed. Any renovations, additions, and/or other improvements that exceed the 35% of value threshold will require the property owner to remove or abandon in place the existing underground tank. All new and replacement fuel storage tanks must be placed in the basement or other suitable indoor location providing containment, or in an acceptable aboveground outdoor location which provides acceptable containment.