

## Fees

Checks, including fees for Eastern Highlands Health District, should be made out to the  
**Town of Tolland**

## Building:

\$30 for the first \$1000 of cost, then \$12 for each additional \$1000 of cost, or any part thereof.

## Zoning

New Dwelling	\$100
Accessory Building	\$25
Pools and Decks	\$25

## Health District

Sheds & gazebos ≤200 sq. ft. w/o piers	\$0
Accessory buildings, Additions & Change of use	\$40
Soil Testing (includes 3 pits)	\$85
Additional pits	\$20
Percolation Tests	\$75

## Inland Wetlands

Agent issued Permit	\$40 plus cost of ad
Regular Permit	\$80

A \$60 DEP fee must be added to all Inland Wetland Applications

## Tolland Development Group 21 Tolland Green Tolland, CT 06084

Monday through Wednesday  
8:00 am through 4:30 pm

Thursday  
8:00 am through 7:30 pm

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# A GUIDE TO BUILDING IN TOLLAND



## Tolland Development Group

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## The Process of Acquiring a Building Permit

**This brochure is only a guide and may not cover all applicable regulations. You should contact the Development Group to find out how the regulations will affect your particular project.**

**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 Dept. Permit. You may also need an Inland Wetlands Permit, if your project is near wetlands.
- A Plot Plan, to show where on the property you plan to build, with distances and dimensions to the property line and where your house, well and septic system are located.
- Two sets of construction plans of your proposal, to show how you plan to build your project.

## It's as easy as 1,2,3:

1. Come into the Development Group Office to pick up the Applications and talk with the staff about your specific project. We may have a plot plan of your property and the location of your well and your septic system in our records.
2. The Health District and Wetlands requirements are the first requirements that you will need to satisfy. Make sure that you talk with these departments early in the process, their requirements may influence your design and timetable. If you need to apply for a variance from the Zoning Board of Appeals it will take at least a month. Please allow yourself adequate time.
3. Submit your completed applications to the Development Group Office with all plot plans, building plans and fees. Your Application will be processed in approximately 5 to 10 working days. After your Building Permit is issued you may begin construction. Call the Development Group for the required inspections.

## 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 is being built in compliance 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 contractors that you hire take out their own permits.

The Building Officials make inspections with 24 hour notice. The common inspections are:

Footing: Before the concrete is poured.

Foundation Drain and Waterproofing: before backfilling the foundation.

Rough Work: Framing, Plumbing & Electric are often done together, before insulation and sheetrock.

Insulation: Before sheetrocking.

C.O. Inspection: After the structure is completed.

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Each project might have its own schedule of inspections, check with the Development Group when you apply for your permit.

## Eastern Highlands Health District

The Health district inspects restaurants, other food service establishments, wells and septic systems to insure compliance with the Public Health Code.

The CT Public Health Code requires property owners to demonstrate that their property contains a suitable septic system repair area before Building Permits can be approved. Also, all building additions, accessory structures and pools must be located the required distance from the existing septic tank and leach field. The purpose of these requirements is to protect your existing septic system and to ensure that properties do not become overdeveloped to the point where a septic system repair or expansion would be hindered or limited. The minimum separating distances from the septic system are:

Above ground pools	10 ft.
Inground pools From wells and septic systems	25 ft.
Additions w/footing drains From wells and septic systems	25 ft.
Additions w/o footing drains: Distance from Leach Field	15 ft.
Distance from Septic Tank	10 ft.
Accessory structures w/foundations	10 ft.
Accessory structures or decks on piers	5 ft.
Sheds & gazebos ≤200 sq. ft. w/o foundations or piers	exempt

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A Sanitarian will review the information provided by you and the information 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 leach fields.

## Planning & Zoning

The Zoning Regulations regulate property uses and the location of structures. Zoning setbacks specify minimum distances from the property lines that structures can be built.

The Zoning Officer uses the Zoning Permit Application to determine if the proposal meets the required setbacks and if the use of the proposed structure complies with the uses allowed within that zone.

The required setbacks for the Residential Zones are:

### RESIDENTIAL DESIGN DISTRICT

Front Setback, primary building	40 ft.
on Collector Roads	60 ft.
Front Setback, accessory structures including pools	75 ft.
Side Setback	25 ft.
Rear Setback, primary building	50 ft.
Rear Setback, accessory structures	25 ft.

**Check with the Zoning Officer for Rear Lots and Flexible Lot Subdivisions: As of the date of this Brochure Flexible Lots are in Gottier Farms East (Sections 1 & 2), Old Kent South and Lemek Acres Subdivisions.**

### VILLAGE CENTER ZONE

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

### NOTE:

- **Your front property line is NOT the edge of street pavement; it is usually 25' from the center-line of the road. If you are not sure, please check with the Zoning Officer**
  - **Corner Lots must comply with Front setbacks along both streets.**
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Where compliance with these setbacks, or other requirements of the Zoning Regulations, presents a hardship, a variance from the Zoning Board of Appeals may be requested. The Zoning Officer can assist you with the application.

## Inland Wetlands

Tolland's Inland Wetlands Commission regulates activities within 50' of any inland wetland and 100' from any major water-course. Construction activities within these limits requires a permit from the Commission or its Agent.

Inland wetlands are important for many reasons, among which are the:

- Recharging ground water
- Purifying storm water
- Providing wildlife habitat
- Storing water to diminish flooding and maintaining stream flow

The Commission must balance the preservation of wetlands with the plans of residents to develop their property. Residents must also balance the use of their property with the need to limit degradation of wetlands.

If your project is within the Upland Review area, but outside of the actual wetland and poses little risk of injury to the wetland, the Agent may issue you a Wetlands Permit within a few days. If your project presents a larger risk to wetlands, you must apply for a Wetlands Permit from the Commission. Please allow at least two weeks to two months for the Commission to rule on your application.

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**This is only a guide to the basic elements of construction. 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](http://www.tolland.org). Click on **Government** at the top and then **Regulations Plans & Ordinances** on the right-hand side. These regulations may not be the most current, check with the development group for updates.