

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