

Sheds, 200 square feet and larger



Permit Application Process, 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).

The term “shed” will include greenhouses, tool houses, pool houses, barns, gazebos, and other similar structures that are free-standing with a roof. If the structure will shelter a vehicle that travels over the road (car, motorcycle, boat on a trailer, etc.), it would be considered a garage and should follow the [permit process for a garage](#).

PERMIT REQUIREMENTS

1. **Public Health Review** – for properties on septic systems. This application is for the health department to make sure that your shed will not conflict with your current or potential future septic system.
 - Sheds need to be 10-ft from the septic system and septic fields.
2. **Building Permit** - The fee is based on the cost of the shed. Once you have the cost, we can provide the fee amount.
3. **Zoning Permit** - \$50.00
 - Zoning requirements for sheds - **over 250 sq. feet or are more than 10 feet in height** - in the Residential Design District (RDD Zone):
 - Regular lots: the shed must be in accordance with the front yard setback for principle structure from the front property line, 25-feet from both side property lines and 25-feet from the rear property line.
 - Rear lots: the shed must be in accordance with the front yard setback for the principle structure for the front property line, 25-feet from both side property lines and 25-feet from the rear property line.
 - When you complete the Zoning portion of the application, you will want to complete the setbacks (which is the distance from a structure to a lot line). You will need to provide the measurements for the distance from the closest side of the shed to the closest point for each property line. This should be measureable once you have completed the map requirements below.
4. **Map, to scale, showing:**
 - the proposed shed location.
 - septic system (including the trenches).
 - The type of map we can accept depends on the foundation material for the shed.
 - You may contact the Building Department at (860) 871-3601 for copies of the septic & well locations and a printable scale ruler. If the Town does not have septic information on file, the company that pumps the septic may have the location information.
5. **Foundation information:**
 - If the shed is on a full concrete foundation with frost protection, you will need an A-2 survey. See below for more information.

- If the shed is on piers, blocks or crushed stone, you do not need an A-2 survey. 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](#).
6. **Structural plan for the shed** – typically a one-page diagram that shows the shed construction. This should be provided in the assembly instructions that come with the shed or from the shed company. If the shed is built from scratch, we will need building plans, including the framing plan and finished design, with dimensions.

A-2 SURVEY REQUIREMENTS

If the shed is on a full concrete foundation with frost protection, an A-2 survey is required for both the permit application and after construction to show the final location of the shed. For the application, you may use an existing A-2 survey should you have one in your possession or if one was filed at the Town Hall. We can check if we have an existing survey on file. If we do not have an A-2 survey, you will need to hire a licensed surveyor to provide one. We will require a new A-2 survey after the shed is in place, before the final inspection. Please see the attached handout on A-2 surveys.

WETLANDS

If you are closer than 50-ft from the wetlands you will need a wetlands permit:

Wetlands regulations require structures, like sheds, to be located 50-ft from the wetland soils and 100-ft from watercourses (bodies of water, such as ponds, streams). If your proposed shed location is within that 50-ft/100-ft area (called the Upland Review Area) you will need a permit. For instructions on how to use the GIS mapping service online to determine if your property has wetlands, please click [here](#).

- Please contact the Wetlands Department at 860-871-3601, to determine which application you will need, based on your shed size and location.
- Wetlands Applications can be found here: <https://www.tolland.org/inland-wetlands-watercourses-commission/pages/permits-forms>

HISTORIC DISTRICT

If the property is located in the Tolland Green Historic District, please contact the Building Department at (860) 871-3601. Depending on location, a Certificate of Appropriateness may be required.

INSPECTIONS

- Pre-fabricated sheds on crushed stone: call for inspection when the shed has been delivered and is in place
- Stick-built sheds, built on-site:
 - Foundation inspection: only required if on frost protected footings or a concrete foundation
 - Framing inspection
 - Final inspection

COMMON CODE QUESTIONS

- A foundation or frost protected piers are generally required for sheds over 600 square feet.
- Piers need to be a minimum of 42-inches deep, for frost protection.