

Residential Additions



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).

Additions include three season rooms, sunrooms and other living space attached to the house. If your addition will be an in-law apartment, please see the permit instructions for [Accessory Dwelling Units](#). Commercial additions should contact the Building Department for more information on the permit process.

PERMIT REQUIREMENTS

1. **Public Health Review** – for properties on septic systems. This application is for the health department to make sure that your addition will not conflict with your current or potential future septic system.
2. **Building Permit** - The fee is based on the cost of the addition. Once you have the cost, we can provide the fee amount. Additional permits will be required for any electrical, plumbing or heating work.
3. **Zoning Permit** - \$50.00
 - Regular lots in the Residential Design District (RDD Zone)
 - State Routes, Old Stafford Road, Goose Lane, Old Post Road, Grant Hill Road, Browns Bridge Road, Grahaver Road: 60 feet minimum distance required to the front property line
 - All other roads: 40 feet minimum distance required to the front property line
 - Minimum distance of 25-feet from both side property lines and 50-feet from the rear property line.
 - Rear lots in the Residential Design District (RDD Zone)
 - Minimum distance to the front property line: 100-feet
 - Minimum distance of 50-feet from both side property lines and 50-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 addition to the closest point for each property line. This should be measurable once you have completed the map requirements below.
4. **A-2 survey, to scale, showing:**
 - The proposed addition location
 - Septic system (including the trenches)
 - You may contact the Building Department at (860) 871-3601 for copies of an existing A-2 survey (if there is one on file), 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. **Structural plans for the addition** –building plans, including the framing plan and finished design, with dimensions.
6. **Layout/floorplan**

A-2 SURVEY REQUIREMENTS

An A-2 survey is required for both the permit application and after construction to show the final location of the addition. 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 addition 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 and need a wetlands permit:

Wetlands regulations require structures, like additions, to be located 50-ft from the wetland soils and 100-ft from watercourses (bodies of water, such as ponds, streams). If your proposed addition location is within that 50-ft/100-ft area (called the Upland Review Area) you will need a *Commission-issued* permit.

- For instructions on how to use the GIS mapping service online to determine if your property has wetlands, please click [here](#).
- Wetlands Applications can be found here: <https://www.tolland.org/inland-wetlands-watercourses-commission/pages/permits-forms>
- Commission-issued wetland permit application fee: \$140.00
- Please contact the Wetlands Department at 860-871-3601, if you have any questions on the wetlands process.

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

- Foundation inspections
- Framing inspection
- Any electrical, plumbing, mechanical, insulation, or sheetrock inspections, as needed
- A-2 survey verifying foundation location (As-built)
- Final inspection
- Please see this [handout](#) for a complete list

COMMON CODE QUESTIONS

- Egress windows in bedrooms above grade must have an opening of at least 5.7 square feet total, height opening not less than 24-inches and width not less than 20-inches.
- Egress windows in bedrooms at grade level (not more than 44-inches from window sill, up or down to ground) must have an opening of at least 5 square feet total, height opening not less than 24-inches and width not less than 20-inches. Additional code requirements are required for windows below grade in basements. Please contact the Building Department for more information.
- Window sill for egress windows can't be more than 44-inches off the finished interior floor. A permanent step may be acceptable.
- Tempered glass is required for windows within 5 feet of tubs or showers in bathrooms.
- Smoke detectors required in bedrooms and smoke/carbon monoxide detectors required on each finished or partially finished level. Please see this [handout](#) for more information.