

Permit Application Process and Code Requirements

Building and Zoning permit applications may be submitted using our <u>Online Permit Center</u>. Paper permit application forms may be downloaded from the <u>Town website</u> 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

A building permit is required for fences greater than 7-feet in height.

A **zoning permit** is required for fences greater than 8-feet in height.

- <u>Fences greater than 8-feet</u>: fences must meet the setback requirements for an accessory structure (RDD zone: 75ft from the front property line and 25-feet from side and rear property lines.) A map showing the fence location, to scale, is required. You may use the <u>Town GIS mapping service online</u> or you may call the office to see if there is a property map on file. For instructions on using the Town GIS, click <u>here</u>.
- <u>Fences less than 8-feet</u>: there are no restrictions on fence locations. The Zoning Department recommends fences be placed so there is no trespassing on abutting properties during installation or maintenance.

POOL FENCES

Fences for pools are a code requirement of the pool permit and are included in the pool permit application. Additional permits for pool fences are not required.

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.

COMMON CODE QUESTIONS

For pool fence (barrier) requirements, please see the online handout on Swimming Pools.