



**TOLLAND BUILDING DEPARTMENT**  
**TOWN of TOLLAND/21 Tolland Green, Tolland Connecticut 06084**

**SMALL RENOVATION AND ADDITION PROJECTS THAT  
INVOLVE STRUCTURAL ELEMENTS**

Plans must be legible and complete showing all structural members – lengths and sizes.

If the project includes enclosing or building on top of existing construction, the structural details of the existing construction must also be shown (such as enclosing a deck, building a room over a garage, adding a dormer, etc.). This is necessary for determining if the existing construction was legally constructed and if the new construction will affect the loads on the existing structural elements.

Homeowners may take out their own building permit. When doing so, the homeowner must sign the permit and is responsible for the work and any questions the Building Official may have about the project.

If a contractor is taking out the building permit, a valid CT Home Improvement License must be shown and the number recorded on the permit application, as well as proof of worker's compensation insurance or a signed waiver.

Trade permits must also be obtained for any electrical, plumbing, or heat and air-conditioning work associated with the project.

A list of required inspections that must be performed is available on the website and also in the Development office in the Town Hall. When the project is completed, a final inspection must be requested to close out the project. Failure to close out a permit may affect your ability to sell or refinance your home. It also negates the inspector's ability to ensure that the work you paid for was completed in a safe and proper manner.