

TOWN OF TOLLAND MA
Building Department

Additions, Renovations, Repairs and Decks

**Submission Requirements Checklist for
Obtaining a Building Permit and Certificate of Occupancy**

Important:

- Check with Building Inspector about requirements for your application. Due to size, type or location of construction or project, some items may not be required.
- Project Control Sheet with required Department Official or Board Approvals as necessary for project type
- Planning Board approval is required if the deck/addition brings buildings closer to property line or if new structures are proposed.
- Check all to be certain submission is complete and all forms are signed.

Included	Required Submissions for Building Permit
	Project Control Sheet signed by required Department Officials and Boards/Commissions
	Building Permit Application
	One Site Plan approved by Planning Board (only for additions or decks expanding footprint)
	Homeowner Exemption Form if homeowner is doing work
	Two Sets of COMPLETE Building Plans and Specifications
	Solid Burning Fuel Appliance Application if wood or other solid burning appliance being installed
	Energy Conservation Form (if rooms are being added)
	Sewage Disposal System Plan by a Registered Engineer approved by the Health Agent (if one or more bedrooms being added).

Included	Required Submissions for Certificate of Occupancy
	Final Inspection Card signed by Building, Electrical and Plumbing Inspectors. (Building Permit Weather Card). Typically posted at the home during construction and retained by Homeowner after final inspection by Building Department