

BUILDING DEPARTMENT TOLLAND MA

New Construction

SUBMISSION REQUIREMENTS FOR OBTAINING A BUILDING PERMIT AND CERTIFICATE OF OCCUPANCY

Important:

- Verify submission requirements with Building Inspector about requirements for your application. Some items may not be required based on building size, location, type of construction
- The Project Control Sheet must be completed and signed by all required Department Officials or Boards and Commissions.
- Submissions must be complete with **all** required applicant and/or approval signatures.

Checklist

Included	Submissions Required for New Construction Building Permit
	Project Control Sheet with approvals and sign-offs by all required Department Officials or Boards/Commissions.
	Building Permit Application
	One set of Site Plans approved and signed by the Planning Board.
	Two Sets of COMPLETE Building Plans and Specifications
	Energy Conservation Results Printout from ResCheck interactive online too.
	Homeowners Exemption Form (when work is being done by homeowner)
	Sewage Disposal System Plan by a Registered Engineer approved by the Health Agent.
	Certificate of Water Availability approved by Health Agent
	Checks made out to the Town of Tolland for Building Permits per Permit Fee Schedule

Included	Additional Submissions Required for Certificate of Occupancy
	Fuel Oil and Storage Tank Permit approved by Fire Department
	Solid Burning Fuel Appliance Application (if such appliance installed)
	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.

Submissions may be left at Town Hall during normal business hours, mailed to Building Department, Tolland Town Hall, 241 West Granville Road, Tolland MA 01034 or emailed to emunsonjr@gmail.com (if all documents are scanned and/or electronically completed).