

# Decks and Porches



## 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).

The permit process detailed below is for outdoor-type structures. Three season porches and sunrooms should follow the permit process for an addition.

### PERMIT REQUIREMENTS

1. **Public Health Review** – for properties on septic systems. This application is for the health department to make sure that your deck or porch will not conflict with your current or potential future septic system.
  - Piers need to be 10-ft from the septic system
2. **Building Permit** - The fee is based on the cost to construct the deck or porch, materials and labor. Once you have the cost, we can provide the fee amount.
  - A Building permit is not required for decks in which ALL apply:
    - Less than 200 square feet
    - Not more than 30 inches in height above grade
    - Not attached to a dwelling
    - Do not serve an exit door
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, Grahaber 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. **Map, to scale, showing:**
  - The proposed deck or porch location.
  - Septic system (including the trenches).
  - The type of map we can accept depends on the foundation material for the deck or porch.

- 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 plan for the deck or porch**
- We will need building plans, including the framing plan and finished design, with dimensions.
  - Stair details.

## A-2 SURVEY REQUIREMENTS

**If the deck or porch is on a concrete foundation or has frost protection, an A-2 survey is required for both the permit application and after construction to show the final location of the deck or porch.** 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 deck or porch 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 decks or porches, to be located 50-ft from the wetland soils and 100-ft from watercourses (bodies of water, such as ponds, streams). If your proposed deck or porch 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 for instructions on how to apply for a Certificate of Appropriateness.

## INSPECTIONS

- Foundation inspections
- Framing inspection
- Final inspection

## COMMON CODE QUESTIONS

[Illustrated Guide to Decks](#)

[Typical Deck Information](#)

[Calculating Deck Pier Diameter](#)