

Air Conditioners

Permit Application Requirements and Code Requirements- revised 4/28/2021



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).

PERMIT REQUIREMENTS

FOR A/C SYSTEMS WITH CONDENSERS LESS THAN 10-FT FROM THE HOUSE FOUNDATION (MOST ARE) AND ON A NON-PERMANENT PAD:

1. **Mechanical permit** required for new and replacement air conditioning systems. Must indicate that the condenser is less than 10-ft from the house foundation and specify pad material.
2. **Electric permit** if running any new circuits.
3. Fire Marshal review required for commercial installations.

FOR A/C SYSTEMS WITH CONDENSERS MORE THAN 10-FT FROM THE HOUSE FOUNDATION AND/OR ON A PERMANENT PAD (CONCRETE):

1. **Mechanical permit** required for new and replacement air conditioning systems. Indicate pad material.
2. **Zoning Permit** \$25.00
 - a. The front yard requirement shall be 75 feet. It may be reduced to the front yard requirement for a principal structure, provided the tank, equipment or generator shall not be located between the house and the street. For example, a propane tank on an arterial road in the RDD may be located 60 feet from the front property line, rather than 75 feet, provided it is located on the side or rear of the house.
 - b. The side and rear yard setbacks shall be 15 feet.
3. **Map, showing the location of the condenser.** You may use the [Town GIS mapping service online](#) or you may call the office to see if there is a property map on file. For instructions on using the Town GIS, click [here](#).
4. **Electric permit** if running any new circuits.
5. Fire Marshal review required for commercial installations.

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.

INSPECTIONS

- Final inspection needed.

COMMON CODE QUESTIONS

A/C condensers are considered a source of ignition and have to meet minimum separating distances to propane tanks.

Above ground propane:

- Propane tanks filled onsite by a truck - condenser must be 10-feet from fill connection on tank
- Propane tanks not filled on site - condenser must be 5-feet from fill connection on tank

Underground propane tanks:

- Condenser must be 10-ft from any relief valve, filling connection and liquid fixed maximum level gauge vent connection at container.

Propane Tanks



Permit Application Requirements, Required Inspections and Code Requirements

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PERMIT REQUIREMENTS

ABOVE GROUND PROPANE

1. **Mechanical permit** - Fee is based on the job cost, materials and labor.
2. **Zoning permit** required for the location of the propane tank.
 - **If no component of the propane tank is located more than 10-feet from the house foundation, a plot plan shall be provided to verify location only.**
 - **If the propane tank is greater than 10-feet from the house foundation:**
 - Map required with location of tank marked, *to scale*
 - Must meet setback requirements of: 75-feet from the front property line and 15-feet from both side and rear property lines.
 - Setback distances required (measurements from the propane tank to the closest point of each property line)
3. **Map, showing the location of the propane tanks.** You may use the [Town GIS mapping service online](#) or you may call the office to see if there is a property map on file. For instructions on using the Town GIS, click [here](#).
4. Fire Marshal review required for commercial installations.

UNDERGROUND PROPANE TANKS

1. **Mechanical Permit**
 - If the underground tank is for a new house, check the site plan with the new house permit application. If the underground tank is shown on the site plan, the permit fee is only the filing fee (currently \$10.00)
 - All other installations, the fee is based on the job cost
2. **Public Health Review** – for properties on septic systems. This application is for the health department to make sure that your propane tank will not conflict with your current or potential future septic system.

HISTORIC DISTRICT

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INSPECTIONS

- Gas pressure test – the Building Official will need access inside the home if the propane tank is connected to anything INSIDE the home (stove, log set/fireplace, etc). If the gas piping is all outside the home (ex. propane tank to generator), the customer does not have to be home.
- Final inspection

COMMON CODE QUESTIONS

Please see the handout on [New Propane Tank Requirements](#).

Above ground propane:

- Propane tanks filled onsite by a truck - A/C condenser must be 10-feet from fill connection on tank
- Propane tanks not filled on site – A/C condenser must be 5-feet from fill connection on tank

Underground propane tanks:

- A/C condenser must be 10-ft from any relief valve, filling connection and liquid fixed maximum level gauge vent connection at container.
- Tanks must be a minimum of 10-feet from the property line

Generators

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PERMITS REQUIREMENTS

FOR GENERATORS LESS THAN 10-FT FROM THE HOUSE FOUNDATION (MOST ARE) AND ON A NON-PERMANENT PAD:

1. **Electric permit** - Fee is based on the job cost, materials and labor. Must indicate that the generator is less than 10-feet from the house foundation and specify pad material.
2. Fire Marshal review required for commercial installations.

FOR GENERATORS MORE THAN 10-FT FROM THE HOUSE FOUNDATION AND/OR ON A PERMANENT PAD (CONCRETE):

1. **Electric permit** - Fee is based on the job cost, materials and labor Indicate pad material.
2. **Zoning Permit \$25.00**
 - a. The front yard requirement shall be 75 feet. It may be reduced to the front yard requirement for a principal structure, provided the tank, equipment or generator shall not be located between the house and the street. For example, a propane tank on an arterial road in the RDD may be located 60 feet from the front property line, rather than 75 feet, provided it is located on the side or rear of the house.
 - b. The side and rear yard setbacks shall be 15 feet.
3. **Map, showing the location of the generator.** You may use the [Town GIS mapping service online](#) or you may call the office to see if there is a property map on file. For instructions on using the Town GIS, click [here](#).
4. Fire Marshal review required for commercial installations.

HISTORIC DISTRICT

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INSPECTIONS

- Final inspection for the electrical