

# Connecticut Standardized Municipal Instructions for Solar Photovoltaic (PV) Permitting Process

Town of Ashford

Building Department, Town of Ashford  
 5 Town Hall Road, Ashford, CT 06278  
 Phone 860.487.4404  
 Fax 860.487.4435  
 www.ashfordtownhall.org

This instructions document guides applicants through the permitting process for roof and ground-mounted solar PV projects.

## Accessing Application Materials

The Ashford Building Permit Application can be found online at <http://www.ashfordtownhall.org/government/land-use/building-department/>. The Zoning Permit Application and Wetlands Permit Application are available as hard copies in the Building Department. Assistance is available to guide you through the permitting process.

## Application Materials Checklist

Below is a checklist of materials needed for roof, ground and pole-mounted applications to be considered complete. Please note that applications with missing attachments will be delayed.

### Roof Mounted:

- [Ashford Building Permit Application](#) and the following attachments:
  - One-line electrical diagram
  - One-line site plan
  - Structural Evaluation by a Professional Engineer
  - Solar PV Module specification sheets
  - Inverter specification sheets
  - Copy of E-1's electrical license, insurance, worker's compensation
  - Letter of Authorization from the homeowner
- Application fee: \$12.26 per \$1,000 (See [fee schedule](#))

- \* Residential Projects require 2 complete sets of paperwork;
- \* Commercial Projects require 3 complete sets and project-specific documents, Contact Building Department

### Ground and Pole Mounted:

*\*The following is required IN ADDITION to the requirements for Roof Mounted Solar PV. Please call the Building Department for assistance*

- Eastern Highlands Health District approval and \$50 fee. A site plan including soil information may be required.
- Zoning Permit and \$85 permit fee. An official site plan is required to obtain a zoning permit. Check with the Building Dept. A plan may be on file.
- If the installation is within 100 feet of wetland a Wetlands Permit and \$120 permit fee may be required

## Submitting Municipal Permit Applications

Applications must be signed and include payment to be considered complete. Completed applications can be submitted via mail or in person to the Building Department. Applications will not be processed until the Application Fee is received.

## Process of Approval

The below steps indicate the departments in the order they require approval and the typical processing time. Each department must be contacted separately for approval.

<u>Town Department</u>	<u>Typical Processing Time</u>	<u>Ground/Pole Mounted</u>	<u>Roof Mounted</u>
<input type="checkbox"/> Eastern Highlands Health District	within 10 Days	X	
<input type="checkbox"/> Zoning	30 days	X	
<input type="checkbox"/> Wetlands Commission (if needed)	30 Days	X	
<input type="checkbox"/> Building	7-10 days	X	X

*\*Ground-mounted systems larger than 200 ft<sup>2</sup> may require Zoning Commission approval. The Zoning Commission meets monthly.*

The Building Department will notify the applicant of its decision within 30 business days. If the permit is approved the applicant will be notified by email and a hard copy of the permit will be issued by mail.

## Inspection Requirements

Once all permits to construct the solar installation have been issued and the system has been installed, it must be inspected. One on-site inspection is required for roof mounted systems and up to two inspections are required for ground and pole mounted systems. Inspections can be scheduled by contacting the Ashford Building Department by telephone.

Once the system has passed inspection the Building Department will notify Eversource within one business day.