

Connecticut Standardized Municipal Instructions for Residential Solar Photovoltaic (PV) Permitting

Town of Ashford

Land Use Department, Town of Ashford
 5 Town Hall Road, Ashford, CT 06278
 Building Official: Michael Gardner
 Hours: M, Tu, Fri 8:30-4, Wed 8:30-3
 and 7-9pm, Closed Thurs
 Phone 860.487.4404
www.ashfordtownhall.org

Accessing Application Materials

Applications for Solar PV can be completed and submitted using the online permit tool, [PermitLink](#). The [Building Permit Application](#) can be found online on the Building Department webpage on the Ashford web site. The Zoning Permit Application and Wetlands Permit Application are only available as hard copies in the Land Use 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 for roof mounts.
 - Solar PV Module specification sheets
 - Inverter specification sheets
 - Copy of E-1 license, worker's compensation, and letter of authorization if applicable
- Application fee: \$40 up to \$2,500 then \$12 per \$1,000 thereafter plus \$.26 per \$1,000 state fee. The online permit tool will automatically calculate the fee. A pop-up window should appear upon submission to allow on-line payment with a credit card.

Ground and Pole Mounted:

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

- For Eastern Highlands Health District approval, submit a [Public Health Review Application](#), a site plan indicating system specifications and location in relation to the property, and the appropriate fee.
- Zoning Permit and \$160 permit fee. An approved site plan is required to obtain a zoning permit. Check with the Building Dept.; a plan may be on file. Systems larger than 200 ft² may require Zoning Commission approval at monthly meeting.
- If within 100 feet of wetland a Wetlands Permit and \$120 fee may be required. Call for assistance

Submitting Municipal Permit Applications

Electrical permit applications and attachments are submitted online. Once on Ashford's [PermitLink](#) portal, select the parcel by entering an address then select "Add Document" and choose either "solar residential" or "solar commercial" to properly begin your application. Once complete, click "submit", print the application and submit it by mail or in person with payment for processing if not using the on-line payment option. Zoning and Wetland Applications must be applied for in person in the Land Use Department. Public Health Review Applications are submitted to Eastern Highlands Health District. EHHD will notify Ashford of applicant approval. Applications will not be processed until the Application Fee is received. Land Use Department will call if information is missing.

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	✓	
<input type="checkbox"/> Wetlands Commission (if needed)	30 Days	✓	
<input type="checkbox"/> Land Use (Building/Zoning)	7-10 days	✓	✓

Applicants will be notified of Building Permit application approval and work permit by email through PermitLink.

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. Call the Land Use Department to schedule a specific appointment time for an inspection.

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

*Typical processing times are not guaranteed. Per state statute, municipal building departments have 30 days to approve /deny permits