



Town of East Hartford
Department of Permits and Inspections
740 Main Street, East Hartford, Connecticut 06108
Tel: (860) 291-7340

RESIDENTIAL PV SOLAR PERMIT PROCEDURE

Accessing Application Materials

Applications for Solar PV can be completed and submitted online at <https://easthartfordct.portal.opengov.com/> through East Hartford's portal. If necessary, hard copy applications may be obtained at the Permits and Inspections Department. Please call for any assistance.

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:

- ☐ Electrical Permit and if structural upgrades, Building Permit, including the following attachments:
 - ☐ One-line electrical diagram
 - ☐ One-line site plan with module attachment details
 - ☐ Solar PV Module specification sheets
 - ☐ Inverter specification sheets
 - ☐ Copy of E-1 and HIC license, worker's compensation, and letter of authorization if applicable
- ☐ Application fee: \$30 per first \$1,000 and \$15 per \$1,000 thereafter. Projects should be valued at \$3.50/W. Project costs should be split between building and electrical work.

Ground and Pole Mounted:

The following is required IN ADDITION to the requirements for Roof Mounted Solar PV.

- ☐ Zoning Department review for compliance with setback regulations for accessory structures (pg 14)
- ☐ If septic on property, sanitarian will review site plan and signoff
- ☐ If wetlands on property, Engineering Department will review. If within 100 feet of a wetland or 200 feet of a watercourse, submit a Wetland Agent Approval Form, site plan, and location of project in relation to wetlands and \$120 fee. Call the Engineering Department for assistance

Submitting Municipal Permit Applications

Completed applications are encouraged to be submitted online. Once on East Hartford's portal, select "Residential" then "Solar" as the sub-category to properly begin your application. All application documents can be uploaded and submitted as attachments, but will not be processed until payment is attached. All permit applications can also be submitted to the Land Use Office either by mail or in person. The Inspections and Permits Office will call applicant if information is missing or additional steps are required.

Process of Approval

The below steps indicate the departments in the order they require approval and the typical processing time.

<u>Town Department</u>	<u>Typical Processing Time</u>	<u>Ground/Pole Mount</u>	<u>Roof Mount</u>
<input type="checkbox"/> Wetlands Commission (if applicable)	30+ days	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Zoning/Engineering Dept.	2-3 days	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Building Dept.	2-3 days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Typically, approved Building Permit applications are emailed to the applicant within 2-3 business days. In-person submissions are typically issued same day.

Inspection Requirements

Once all permits to construct the solar installation have been issued and the system has been installed, one on-site inspection for roof mounted systems and two inspections for ground/pole mounted systems are required. Please call Building Department at least 24 hours in advance to schedule inspection during inspection hours. Appointments are given a 1-hour window for appointment time. Homeowner and Electrician must be present at inspection. Note: Leave ground rods exposed for 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