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

Town of East Hartford

Accessing Application Materials

Applications for Solar PV can be completed and submitted online at <https://www.viewmypermitct.org/> through East Hartford's portal. All required forms are available in this permit package. In addition, hard copy applications are available at the Building Department. Please call for any assistance.

Inspections and Permits, Town of East Hartford

740 Main Street, East Hartford, CT 06108

Office Hours: Monday-Friday 8:30am-4:30pm

Inspection Hours: Monday-Friday 10-12 & 2-4

Building Official: M Greg Grew

Department Supervisor: Bruce Cohen

Phone: (860) 291-7340 Fax: (860) 528-5478

www.easthartfordct.gov/inspections-and-permits

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:

- ☐ [EAST HARTFORD ELECTRICAL PERMIT](#), and, if structural upgrades, [BUILDING PERMIT](#) the following attachments:
 - ☐ Structural Evaluation by a Professional Engineer (if structural upgrades)
 - ☐ 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
 - ☐ Include CRS # on application
- ☐ 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. Please call the Land Use Office for assistance

- ☐ Zoning Department review for compliance with [setback regulations](#) for accessory structures (pg 42)
- ☐ 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. Applications will be circulated internally for necessary signoffs. The Land Use 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 type="checkbox"/> Zoning/Engineering Department	2-3 Days	✓	
<input type="checkbox"/> Building Department	2-3 Days	✓	✓

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