

April 4, 2024

### TOWN OF BETHANY

Land-Use Administrator Town Hall – 40 Peck Road Bethany, Connecticut 06524-3378 Telephone: (203) 393-2100 X 1135 Email: buildingclerk@bethany-ct.com

### Solar Application Process

### **General Instructions**

- Permit applications may be submitted in-person or by mail. **DO NOT** email permit applications. **DO NOT** submit incomplete applications. Fees are required at the time of submittal.
- After the Building Officials have completed their review and have approved your permits, we will notify you of any changes in the estimated cost of the project/changes in fees.
- Call the Building Clerk, Veronica Novack, at 203-393-2100 ext. 1135 with any questions regarding the permitting process or for verification of fees.

#### **Ground-Mounted PV Systems**

- Contact Quinnipiac Valley Health District at 203-248-4528 to obtain health district permits before applying for municipal permits. QVHD will require a site plan.
- Contact the Bethany ZEO to determine if an Inland/Wetlands permit is required. This could take up to 2 months, so please plan accordingly.
- Complete and submit all necessary documentation to the Building & Land Use Department (see below for required documentation).

### **Roof-Mounted Systems**

- If structural upgrades to the roof are required, a separate building permit must be submitted.
- Complete and submit all necessary documentation to the Building & Land Use Department (see below for required documentation).

### **Required Documents for all solar PV projects**

- Zoning Permit Application
- Building Permit Application
- Electrical Permit Application
- Homeowner's Authorization Form/signed contract
- Copy of contractor's license and proof of workers compensation insurance
- Usage guide for structural review worksheet
- 3 sets of structural plans stamped by an engineer

# AUTHORIZATION AKNOWLEDGMENT TO APPLY FOR BUILDING AND LAND USE PERMITS.

TO: TOWN OF BETHANY Town Hall Land Use & Building Department 40 Peck Road Bethany, CT 06524

I certify that I am the owner of record of the named property\_\_\_\_\_\_ or that the proposed work is authorized by the owner of record and/or I have been authorized to make this application as an authorized agent, we agree to conform to all applicable laws, regulations, and ordinances. All information contained within is true and accurate to the best of my knowledge and belief.

Please check if you Agree.

Signature of Applicant: \_\_\_\_\_

### **TOWN OF BETHANY Administrative Zoning Permit**

	Permit #:			
Job Location:		Assess	sor's Map:	Lot number:
Applicant Name:			Email:	
Applicant Address:				
Home#:	Work#:		Cell#:	
Note: Owner authorization re	quired if applicant	is not the owner of	the property	<u>*</u>
Owner Name:			Email:	
Owner Address:				
Home#:				
Description of Work:				
Superstructure Dimensions:	Feet Deep	Feet Long		Feet High
Lot width: Ft.	Lot Area:	Acres	Total Cost (	sheds only):
Building Coverage (%):	Ground Covera	age (%):	_	
Zoning District:  □ R-65 □ R-	130 □ B & I	Area of Disturbance	:	Acres
Setbacks: Front:	Rear:	Right Side:		Left Side:
Are there any easements, restrict property? Yes/No (circle one). In				
By signing below I certify that the Connecticut and the Town of Be information contained within m enforcement officer to conduct in	ethany and that all i ay result in the revo	information stated with the state of the sta	ithin is true a it. I also gra	and accurate. Falsification of ant permission for the zoning
Signature:			Date	:
Owner	Applicant			
Remarks:				
In accordance with Public Act 03-144, certificate of occupancy by publication been issued. Any such notice shall con structure, (C) the identity of the applica accordance with the provisions of section	in a newspaper having su tain (A) a description of t nt, and (D) a statement th	ubstantial circulation in th the building, use or struct nat an aggrieved person m	is municipality ure, (B) the loca	stating that the certification has tion of the building, use or
APPROVED / DENIED	By:		Date	:
Reason for Denial:				
Administrative Zoning Permit Revised 8/13/2018				1

#### NOTICE:

Issuance of this permit states that the applicant has provided sufficient evidence for **Zoning Compliance**. (See Inspection Process form for Certificate of Zoning Compliance information upon completion.)

Applicant must obtain the following signatures. All departments must review the same site and building plans. If a change has occurred in the plans, it is the applicant's responsibility to obtain a new application and begin the process again.

<b><u>OVHD</u>:</b> Date:	Plan Date:	Signature:
Wetlands Enforcement Officer: Date:	Plan Date:	Signature:
Public Works Director: Date:	Plan Date:	Signature:
Tree Warden: Date:	Plan Date:	Signature:

What's Required?	<u>No</u>	Yes	Rec'a
Owner Authorization			
Private Road Waiver			
Inspection Process form			
Bethany Zoning Regulations Section 11 Compliance			
3 sets of Site Plans - dated:			
3 set of Building Plans - dated:			
Flood Hazard Zone			
Zoning Certificate of Compliance			
Wetlands Permit			
Reviewed by: Date Subm	itted:		
Zoning Permit #: Date Issued	1:		

### TOWN OF BETHANY Building Permit (SOLAR PHOTOVOLTAIC (PV)

Permit #:

Job Location:		A	ssessor's Map:	Lot number:
Applicant Name:				
Applicant Address:				
Home#:	Work#:		Cell#:	
Note: Owner authorizatio	n required if applic	ant is not the	owner of the prop	<u>perty.</u>
Owner Name:				
Owner Address:				
Home#:	Work#:		Cell#:	
Description of Work (include of	limensions):			
Applicant's Estimated Value Total Cost: \$ (exclude mechanica	-		ilding Official's Es tal Cost \$	
By signing below I certify that the Connecticut and the Town of Beinformation contained within methods and the Signature:	ethany and that all info ay result in the revocat Applicant	rmation stated w ion of this permi	vithin is true and accu it. Date:	urate. Falsification of
Flood Plain: A/100:	AE/100:	_ X500:	NONE	
Remarks:				

APPROVED / DENIED	By:	Date:
Reason for Denial:	-	

### NOTICE:

- All mechanicals require separate permits and appropriate fees.
- Certificates of Use and Occupancy are required prior to occupancy of a building.

### Permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work.

### APPROVED BUILDING PLANS MUST BE AVAILABLE ON THE JOB SITE AT ALL TIMES. POST THIS BUILDING PERMIT SO IT IS VISIBLE FROM THE ROAD.

Zoning Enforceme	nt Officer:		
Date:	Plan Date:	Signature:	
Fire Marshal:			
(Required for Commercia	• /		
Date:	Plan Date:	Signature:	
QVHD:			
(Required only if no Zon	ing Permit Needed)		
Date:	e ,	Signature:	

THIS SECTION IS FOR OFFICE USE ONLY					
What's Required?		<u>No</u>	Yes	Rec'd	
Owner Authorization Inspection Process form		□ · □			
Worker's Compensation Documentation State Registration or Contractor's License					
3 sets of Building Plans – dated:	(if needed)				
Delinquent taxes					
Building Certificate of Approval					
Fees:         Date Received:					
Reviewed by:	Date submitted to E	Bldg De	ept:		
Bldg Permit #:	Date issued:				



## **Building Department**

Application for Electrical Permit						Date			
Job Location									
Owner			A	ddress					
Owner(s) Phone	·····		. <u> </u>						
Kind of Building	New - Residentia	ıl	I 🔲 Rehab - Residential			Addition			
	🗋 New - Non-reside	ential	🗆 Re	hab - N	on-residentia	al	Addition - Non-residential		
Number of Families _								0	
Description of work to	be done								
	an a		S	ERVIO	)E	talifera (m	nimumersessessered in a sind an onem		in contract of the second s
Amps	Conductor Size		Phase			N	lo, of Meters	Overhead	
Underground	Copper	Alum		SEC	2		Plastic Pipe	EMC	14 5
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Armor clad (BX)	Non-metallic	🗋 ЕМС		Phone	🗆 ти		🗋 Alarm	Other	
			CI	RCUI	TS				en/Official Action
Heating	Oil 🗌	Gas		Electric	:		Solar	Other	
Appliances	Water heater	Dishwasher		Clothes	Washer		Dryer	Range	
	Water Pump	Other	_						
									,
		Number of Ci	reuite						
		Number of Ci						and the second secon	
Electrical Contractor			- C				Ceil #		
Address							License #	<u> </u>	Туре
Cost of Work	Permit Fee								
						-1			
Signature of	Electrical Contractor			_	Approved:		Signature of Inspe		
olghadare of							orgination of http:		
Remarks:					·		-ī		
								4. 	94 

Note: On request of the issuing authority the applicant shall furnish plans and design information on all systems to be installed under this permit. All work shall comply with the Connecticut State Building Code.