



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

© Town of Bethany

Building Department, Town of Bethany
40 Peck Road, Bethany, CT 06524
Phone (203) 393-2100 x1113
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For questions email:
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<http://bethany-ct.com>

Accessing Application Materials

The Building Permit Application can be found on the Town of Bethany webpage address <http://bethany-ct.com/departments/building-department> under the documents section on the webpage. These materials can also be found as a hardcopy at the Town Hall located on 40 Peck Road.

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:

- Required Bethany Permits ELECTRICAL/SOLAR PV
- Permit Application and the following attachments:
 - One-line electrical diagram
 - One-line site plan. A required structural plan stamped by an engineer.
 - Usage Guide for Structural Review Worksheet to be used in lieu of getting an engineer's review of the design system.
 - Solar PV module specification sheets
 - Inverter specification sheets
 - Copy of E-1's electrical license, insurance, worker's compensation with the Town of Bethany listed as the additional insured (in the lower left corner).
- Application fee will be collected after Building Official's approval. Release of the Permit will be granted once we receive full payment of the fee.

Ground Mounted:

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

- Contact the Quinnipiac Valley health District at (203) 248-4528 to obtain a permit for the ground-mounted arrays. Provide them with a site plan.
- An Inland & Wetlands Permit is required. The process for obtaining the permit takes two-months minimum. Please plan accordingly. Call Isabel Kearns at (203) 393-2100 x1135.
- Submit a Building Permit (for ground-mounted arrays or structural upgrades only).
- A required structural plan stamped by an engineer.
- Copy of E-1's electrical license, insurance, worker's compensation with the Town of Bethany listed as the additional insured (in the lower left corner).

Submitting Municipal Permit Applications

Applications must be signed and include cost of the job or project to be considered complete. Completed applications can be submitted in person at the Bethany Town Hall or emailed to LFrazer@bethany-ct.com. The Department will call if information is missing. Applications will not be released to the applicant until all fees are submitted.

Process of Approval

The below steps indicate the departments in the order of required approvals and the typical processing time.

| Town Department | Typical Processing Time* | Ground/Pole Mounted | Roof Mounted |
|--|--------------------------|---------------------|--------------|
| <input type="checkbox"/> [Health District] | [3-5 Days] | [✓] | |
| <input type="checkbox"/> [Wetlands Commission] | [2 months minimum] | [✓] | |
| <input type="checkbox"/> [Zoning Department] | [3-5 Days] | [✓] | [✓] |
| <input type="checkbox"/> [Building Department] | [3-5 Days] | [✓] | [✓] |

Typically, the applicant will be notified of permit approval via EMAIL/PHONE/MAIL within 5 business days

Inspection Requirements

Once all permits to construct the solar installation have been issued and the system has been installed, it must be inspected. All on-site inspection(s) is required for roof mounted systems and all inspections are required for ground and pole mounted systems. Inspections can be scheduled by contacting the Building Department at (203) 393-2100 x1116 or x1117. Inspection appointments are given a specific date with either a 1hr - 2hr appointment window. The Residence owner must be present during the scheduled inspection.

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

Once the system has passed inspection the Building Dept. will notify Eversource within 3-5 business day(s).