



# Town of Wilton Building Department

Permitting hours see department's website

Tel: 203-563-0177- Email: [Building@wiltonct.org](mailto:Building@wiltonct.org)

## REQUIREMENTS FOR A SOLAR PHOTOVOLTAIC PERMIT

- Completed and signed Minor Solar Permit Application available on our website with the [CT Standardized Solar PV Permit Application Supplement](#)
- Copy of E1 Electrical license and Worker's Compensation Certificate.
- Electrical Permit (Available online [Mechanical/Electrical Permit Form](#))
- Tax Collector's sign off on Minor Solar Permit Application.
- Letter of authorization from homeowner or copy of signed contract.
- Ground and pole mounted systems require a separate [site work application](#).

### **Overview of technical information required\*\***

- Structural design/certification for roof mounted installations
- Electrical diagram/plan
- Site plan if ground or pole mounted
- Solar PV Module Specification Sheets
- Inverter Specification Sheets

***\*\*See more detailed requirements for submittal in the [CT Standardized Solar PV Permit Application Supplement](#)***

***Allow up to 5 business days for a plan review once all approvals and completed application are submitted to the Building Department.***

***Applications that require a site work approval must follow the sequence of Health, Wetlands and Zoning between the hours of 8-10am. See site work application above.***

***PERMIT APPLICATIONS CAN BE DOWNLOADED FROM OUR WEBSITE AND SUBMITTED IN PERSON BETWEEN 7:30 AND 12:00. APPLICANT MUST HAVE TAX COLLECTOR'S SIGN OFF PRIOR TO SUBMITTAL.***

***ALLOW 3 TO 4 DAYS LEAD TIME FOR INSPECTIONS***



# TOWN OF WILTON, CONN.

## APPLICATION FOR MINOR SOLAR BUILDING PERMIT

TYPE OF INSTALL: ROOF  GROUND  POLE

Department of Consumer Protection Reg. #  Exp. Date  Date:

Use Group:  Construction Type:  Estimated Cost

\*Tax Collector Apprvl:  Date:  Plan Review

C/O Fee

Parcel #:  Year Built:  System Size:  Building Fee

Size of Lot  Lot No.  Zone  State Ed. Fund

Job Location  Records Maint.

Owner of Building  Total Permit Fee

Address

Builder  Address  Tel No.

Purpose of Permit:

The undersigned owner or authorized agent hereby (1) agrees to conform to all the requirements of the Laws of the State of Connecticut and the Ordinances of the Town of Wilton; (2) agrees to notify the Building Official of any alterations in the plans or specifications of the building for which this permit is asked; (3) warrants that this building shall be located the proper distance from all street lines, side yard lines and required distances from all other zones and is located in a zone in which this building and its use is allowed. (4) warrants that this application and all maps and location surveys submitted in connection herewith fully and accurately describe the premises and structures thereon and any conditions to approval of the same by the Wilton Planning and Zoning Commission; and (5) applies for the issuance upon satisfactory completion of a Certificate of Occupancy for the use and herein stated.

Email Address: \_\_\_\_\_

Applicant's Signature:  Tel. No.

Building Dept. Approval:  Date:

**\*NOTICE POLE AND GROUND MOUNTED SYSTEMS REQUIRE SEPARATE SITEWORK APPROVALS\***



State of Connecticut  
Workers' Compensation Commission

Please TYPE or PRINT IN INK

Rev. 3-17-2006

7B

**Proof of Workers' Compensation Coverage when Applying  
for a Building Permit for the Sole Proprietor or Property Owner  
who WILL act as General Contractor or Principal Employer**

**APPLICANT FOR BUILDING PERMIT**

Name of Applicant for Building Permit \_\_\_\_\_

Property located at \_\_\_\_\_

in the City / Town of \_\_\_\_\_

**ATTEST**

If you are the owner of the above-named property or the sole proprietor of a business doing work on the site of the construction project at the above-named property and you WILL act as the general contractor or principal employer, you must provide proof of workers' compensation insurance coverage for all employees.

Complete this form and, if applicable, sign the Affidavit below in the presence of a Notary Public or a Commissioner of the Superior Court.

**CHECK ONE (1) BOX ONLY, provide the appropriate information, and sign:**

**I am the OWNER** of the above-named property. I WILL act as the general contractor or principal employer and, as such, will submit proof of workers' compensation insurance coverage for all employees who are doing work on the site of the construction project at the above-named property.

Signature of OWNER Applicant \_\_\_\_\_

**I am the SOLE PROPRIETOR** of a business doing work at the above-named property. I WILL act as the general contractor or principal employer and, as such, will submit proof of workers' compensation insurance coverage for all employees who are doing work on the site of the construction project at the above-named property.

Signature of SOLE PROPRIETOR Applicant \_\_\_\_\_

**I am the OWNER** of the above-named property **or the SOLE PROPRIETOR** of a business doing work at the above-named property. I will not personally submit proof of workers' compensation insurance coverage, but I will attest to the following:

**AFFIDAVIT**

**I hereby swear and attest that I will require proof of workers' compensation insurance for every contractor, subcontractor, or other worker before he or she does work on the site of the construction project at the above-named property in accordance with Section 31-286b of the Workers' Compensation Act.**

Signature of OWNER or SOLE PROPRIETOR Applicant \_\_\_\_\_

Name of Business—if applicable \_\_\_\_\_

Federal Employer ID# (FEIN)—if applicable \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_\_.

Signature of Notary Public / Commissioner of the Superior Court \_\_\_\_\_



State of Connecticut  
Workers' Compensation Commission

Please TYPE or PRINT IN INK

Rev. 3-17-2006

**7A**

**Proof of Workers' Compensation Coverage when Applying  
for a Building Permit for the Sole Proprietor or Property Owner  
who WILL NOT act as General Contractor or Principal Employer**

**APPLICANT FOR BUILDING PERMIT**

Name of Applicant for Building Permit \_\_\_\_\_

Property located at \_\_\_\_\_

in the City / Town of \_\_\_\_\_

**ATTEST**

If you are the owner of the above-named property or the sole proprietor of a business doing work on the site of the construction project at the above-named property and you WILL NOT act as the general contractor or principal employer, you are not required to have workers' compensation insurance coverage.

**CHECK ONE (1) BOX ONLY and complete the following:**

.....

I am the **OWNER** of the above-named property. I WILL NOT act as the general contractor or principal employer.

Signature of OWNER Applicant \_\_\_\_\_

.....

I am the **SOLE PROPRIETOR** of a business doing work at the above-named property. I WILL NOT act as the general contractor or principal employer.

Name of Business \_\_\_\_\_

Federal Employer ID# (FEIN) \_\_\_\_\_

Signature of SOLE PROPRIETOR Applicant \_\_\_\_\_

WILTON BUILDING DEPARTMENT

Building Official  
Demolition Officer  
Tel: 203-563-0177



TOWN HALL ANNEX  
238 Danbury Road  
Wilton, Connecticut 06897

Fax: 203-563-0284

## LETTER OF AUTHORIZATION

To Whom It May Concern:

I hereby declare the following:

1. That I am the owner of the premises described as follows:

\_\_\_\_\_

Street	City	State	Zone
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2. That \_\_\_\_\_ is duly authorized for and on behalf of the owner to execute an application for building, zoning, health and wetlands permits to enable him/her to obtain permits to complete construction of the following work \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

at the above site.

3. That \_\_\_\_\_ is hereby designated as the owner's representative with whom all town departments may deal with in respect to the work involved.

4. That this authorization also includes any and all electrical, plumbing, heating, and HVAC contractors doing work in conjunction with the above noted activity to obtain the appropriate sub permits.

Date: \_\_\_\_\_

Owner: \_\_\_\_\_

Print Name	Signature
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Permit # [For Jurisdiction Use]: \_\_\_\_\_

## CT Standardized Solar PV Permit Application Supplement

Please fill in the following information and submit ALL applicable attachments.

Date: \_\_\_\_\_

General Description of Solar PV Array: \_\_\_\_\_

System Size (kW DC): \_\_\_\_\_

### Solar PV Mounting Information

Mounting Type (roof, pole, ground, other-specify): \_\_\_\_\_

Mounting System Manufacturer: \_\_\_\_\_

Product Name and Model #: \_\_\_\_\_

### Building Information (For Roof-Mounted Systems Only)

Building Type (e.g. house, shed, barn, slab): \_\_\_\_\_

Building Height (in feet): \_\_\_\_\_

Is the building permitted?  Yes  No  NA

If no, reason: \_\_\_\_\_

### Electrical Description

Size (amps) and type (phase, voltage) of electrical service: \_\_\_\_\_

Amperage of main breaker: \_\_\_\_\_ Will the value of main breaker change?  Yes  No To: \_\_\_\_\_

Rated amperage of the bus bar in the main panel: \_\_\_\_\_

Type of interconnection (e.g. breaker-load side, supply-side interconnect): \_\_\_\_\_

Electrical panel location: \_\_\_\_\_

If load side interconnect, will solar intertie into a subpanel?  Yes  No

If yes, rated amperage of the subpanel bus bar? \_\_\_\_\_ Value of breaker protecting subpanel bus bar? \_\_\_\_\_

**Attachments for application** (See instructions on the next page. Example Attachments are available for download at [www.energizect.com/sunrisene](http://www.energizect.com/sunrisene))

- 1. Additional Subcontractors and Information
- 2. One-Line Electrical Drawing
- 3. One-Line Site Plan Drawing
- 4. Attachment Details (Line Drawing)\*
- 5. Solar PV Module Specification Sheets From Manufacturer
- 6. Inverter Specification Sheets From Manufacturer
- 7. Pole or Ground Mount Information (if applicable)\*
- 8. Structural Evaluation (if required by municipality). See page 3 for documentation requirements.
- 9. Additional Information for Large Solar PV Systems (as Specified by the Municipality)

\*NOTE: Applicants should submit either Attachment 4 for roof-mounted systems OR Attachment 7 for pole/ground-mounted systems, not both.

## Instructions for ATTACHMENTS to the Connecticut Standardized Solar PV Permit Application

Please Complete the Application Form (page 1) and provide all applicable Attachments based on the below instructions for Attachments 1-8. Attachment 8 is a Structural Evaluation to be completed if required by the municipality. Additional information required by a municipality for large solar PV systems can be submitted as a 9<sup>th</sup> Attachment. Example Attachments (e.g. sample drawings) can be found at [www.energizect.com/sunrisene](http://www.energizect.com/sunrisene).

### Each Attachment—Subcontractor List and

#### Drawings —Must Include:

- Date
- Property Owner
  - Name
  - Address
  - Contact phone number
- Installation Company
  - Name of company and contact person
  - Address
  - Contact phone number
- Drawing number and Revision number or other control method
- Drawing designer

#### Attachment 1. Additional Subcontractor List (If Needed, as per Permit Application)

#### Attachment 2. One-Line Electrical Drawing Must Show:

- Size of electrical service
  - Size of Main Breaker
  - Size of Bus Bar (If Known)
- Type of electrical service
- If interconnection point is a subpanel
  - Size of Subpanel Main Breaker
  - Size of Subpanel Bus Bar (If Known)
- Nominal power of solar system (Watts)
  - DC Capacity: Nameplate "STC" Value of all panels, watts
  - AC Capacity: Total AC capacity of Inverters, watts
- Batteries (If Present): Type, Quantity, Nominal Voltage, Capacity kWh
  - H<sub>2</sub> mitigation methods (If Necessary)

#### (Attachment 2 continued)

- Interconnection method
  - Size of overcurrent protection
- Number, type and electrical configuration of solar panels
- Number and type of Inverters
- Values for source stickers: NEC 690.53; NEC 690.54 (Encouraged, Not Required)
- Wiring methods
  - Wire Type(s), Size
  - Conduit Type(s), Size
- Solar metering (If Appropriate)
- Electrical current contribution from all PV sources
- Electrical grounding details: Wire Type, Size, GEC

#### Attachment 3. One-Line Site Plan Drawing Must Show:

- Location of solar panels
- Location of Inverters and major equipment
- Location of roof obstructions (Vents, Chimneys, etc.)
- Location of Main Breaker Panel
- Location of Utility Meter
- Location of AC disconnect
- Location of batteries and/or charge controllers (If Appropriate)
- Location of solar metering (If Appropriate)
- Planned conduit path (Encouraged, Not Required)
- Gross dimensions of structure (If Appropriate)
- Approximate layout of building or other structure (If Appropriate)
- Property lines, zoning, and setback considerations (If Appropriate)
- Trenching details: Location, Depth and Length of Trench (If Appropriate)
- A notation indicating scale —or not to scale (Both are Acceptable)

## Instructions for ATTACHMENTS to the Connecticut Standardized Solar PV Permit Application

### Attachment 4. Attachment Details for Roof-Mounted Systems (Line Drawing) Must Show:\*

- Racking System
  - Manufacturer of racking structure
  - Model
  - Type
- Flashing description
- Fastener detail
  - Type of fasteners, e.g. Lag Screws, Seam Clamps, Ballast
    - If Lag Screws include:
      - (1) Type (e.g. Zinc, Stainless steel)
      - (2) Size of Lag
      - (3) Depth of Thread Penetration
      - (4) Type of Sealant (e.g. caulk)
- Mitigation of Dissimilar Metals
  - Describe how any dissimilar metals will be isolated

### Attachment 5. Solar PV Module Specification Sheets (provide PDF from manufacturer)

### Attachment 6. Inverter Specification Sheets (provide PDF from manufacturer)

### Attachment 7. Pole Mount or Ground Mount Information (if applicable):\*

- Racking system
- Mounting specification sheets and details from manufacturer (PDFs)
- Manufacturer's Pre-Engineered Document or PE Stamp
- Code Compliance Manual (If Requested by Municipality)
- One-way distance from the Solar PV system to the interconnection point
- Electrical grounding details
- Height of solar PV system at maximum design tilt
- Applicable zoning information if not shown on site plan (e.g. setback from property line)

\***NOTE:** Applicants should submit either Attachment 4 for roof-mounted systems OR Attachment 7 for pole/ground-mounted systems, not both.

### Attachment 8. Structural Evaluation (if required by the municipality)

- **NOTE:** *If this Attachment is required by the municipality it must be submitted in a format accepted by the municipality (see two examples, listed below). Installers should contact the municipality's Building Department to determine what documentation will meet the municipality's Structural Evaluation requirements.*

#### Two potentially acceptable formats are:

1. Structural Review Worksheet (available at [www.energizect.com/sunrisene](http://www.energizect.com/sunrisene)). This worksheet can be used by an installer to meet the Structural Evaluation requirements of a municipal Building Department if the department specifically authorizes its use for that purpose.

#### OR

2. Proof of a Structural Review performed by a Registered Design Professional (e.g. Professional Engineer).

### Attachment 9. Additional information required for larger solar PV systems

- This Standardized Solar PV Permit Application Supplement can also be used to permit larger systems. If a municipality requires additional information to permit larger systems, they should specify the information needed as a 9<sup>th</sup> attachment to the application.