

## Permitting process for solar Installations at residential dwellings

The information contained herein is of a general nature and not meant to take the place of the building codes or state statutes, which are comprehensive and often detailed. Permit applications will be reviewed for code compliance after submission.

Additional requirements may apply based on the scope or nature of the project.

1. Submit a completed application for a building permit that includes job related electrical work. The contractor must be a Connecticut registered home improvement contractor (HIC) and the electrician must be a Connecticut licensed electrical contractor (E1).
2. Submit a copy of the signed contract that includes a description of the proposed work, the full market value of all work (includes labor and materials), and the property owner's signature.
3. Submit two complete sets of plans.
4. Submit original-ink signed and sealed structural documents from a Connecticut registered professional structural engineer showing that the roof will support the additional loads or such documents showing structural alterations to support the additional loads.
5. Submit all equipment cut sheets.
6. Provide the electric utility company request for service number (CRS).
7. Submit a plot plan if applying for a ground mounted system. If the system articulates, show the maximum radius of the equipment arc in relation to the required zoning setback. Zoning approval is required for a ground mounted system.
8. A Workers' Compensation certificate shall be emailed in PDF directly from the insurance company or agent to the Town of Haddam. The town shall be the named the certificate holder (lower left box on Accord forms).
9. Provide the Call-Before-You-Dig number with dig-date and time for ground-mounted installations or buried conduits.
10. Include a check for the permit and/or state education fee.

If you have any questions regarding this information, please call the Haddam Land Use office at 860-345-8531.

