

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

Town of Portland

Accessing Application Materials

The Building Permit Application can be found online at <https://www.portlandct.org/building>. These materials and all other applications can also be found as a hardcopy located at the Land Use Department.

Land Use Department, Town of Portland
 33 East Main Street, P.O. Box 71
 Portland, CT 06480
 Phone 860-342-6727 Fax 860-342-6787
 Pete Willse, Building Official
 Dan Bourret, Town Planner
<https://www.portlandct.org/land-use>

Application Materials Checklist

Below is a checklist of materials required for roof, ground and pole-mounted applications to be considered complete. Please note that applications with missing attachments will be delayed.

Roof Mounted:

- Zoning Review – No Fee
- Building Permit Application and the following attachments:
 - Plan with meter, switches, inverter and breaker panel location
 - Plot Plan of Building with array indicating roads, north arrow and setbacks stamped
 - Structural letter stamped
 - Solar PV module specification sheets
 - Inverter specification sheets
 - Electrical one-line labels stamped
 - Copy of E-1's electrical license, insurance or worker's compensation form
- Application fees: \$25 per first \$1,000, \$15 per every \$1,000 thereafter.

Ground Mounted:

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

- Inland Wetlands Permit if within 100 ft upland review area – Fees vary depending on impact.
- B100A for Chatham Health District - \$50 Fee
- Zoning Permit – Fee is \$70 for residential and \$90 for commercial

Submitting Municipal Permit Applications

Applications must be signed and include payment to be considered complete. Completed applications can be submitted in person or via mail to the Land Use Department at P.O. Box 71, 33 East Main Street Portland, CT. Fees can be paid via cash or check. Applications are routed internally once submitted to Land Use Department. The Department will call if information is missing.

Process of Approval

The below steps indicate the departments in the order of required approvals and the typical processing time. Applications must be complete to begin processing by each department.

<u>Town Department</u>	<u>Typical Processing Time*</u>	<u>Ground/Pole Mounted</u>	<u>Roof Mounted</u>
<input type="checkbox"/> Wetlands Commission	Varies on application	[✓]	
<input type="checkbox"/> Chatham Health District	5 days	[✓]	
<input type="checkbox"/> Zoning Department	5 days	[✓]	[✓]
<input type="checkbox"/> Building Department	5 days	[✓]	[✓]

Typically, the applicant will be notified by the land use office of permit approval via email within 10 business*

Inspection Requirements

Once all permits to construct the solar installation have been issued and the system has been installed, it must be inspected. One on-site inspection(s) is required for roof mounted systems and multiple inspections are required for ground and pole mounted systems. Inspections can be scheduled by contacting the Land Use Department at 860-342-6727. Inspection appointments are arranged by the applicant and the department. Solar company needs to be onsite for

Once the system has passed inspection the Building Dep't will notify Eversource within 2 business days. *

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

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