

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

Town of Old Saybrook

[Building Department, Town of Old Saybrook](#)

302 Main St., Old Saybrook, CT

Phone (860) 395-3130

Tom Makowicki, Building Official

Hours M-F 8:30-4:30

Tom.Makowicki@OldSaybrookCT.gov

Accessing Application Materials

The Building Permit Application can be found online or in person at OldSaybrookCT.gov or 302 Main St.

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:

- Old Saybrook [Building Permit Application](#) and the following attachments:
 - One-line electrical diagram
 - One-line site plan
 - Solar PV module specification sheets
 - Inverter specification sheets
 - Copy of E-1's electrical license, insurance, worker's compensation
- Application fee: [Application Fee Schedule found on town website.](#)

Ground Mounted:

*The following is required IN ADDITION to the requirements for Roof Mounted Solar PV. Please call the [Land Use Department](#) for assistance at **(860) 395-3131**.*

- Certificate of Zoning Compliance and \$100 fee
- Wetlands Review when structure is within the 100' uplands review area.
- Historic District Commission review when property is in the Historic District.

Submitting Municipal Permit Applications

Applications must be signed and include payment to be considered complete. Completed applications can be submitted in person to the Building Department. Applications not circulated internally once submitted to department. Department will call if information is missing. Applications will not be processed 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

<u>Town Department</u>	<u>Typical Processing Time*</u>	<u>Ground/Pole Mounted</u>	<u>Roof Mounted</u>
<input type="checkbox"/> Health District	Varies	✓	
<input type="checkbox"/> Wetlands Commission	Varies	When Applicable	
<input type="checkbox"/> Zoning Department	Varies	✓	
<input type="checkbox"/> Building Department	Varies	✓	✓

Typically, the applicant will be notified by of permit approval **via Email** within 14 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. 1 on-site inspection(s) is required for roof mounted systems and 2 inspections are required for ground and pole mounted systems.

Inspections can be scheduled by contacting Building Department at (860) 395-3130.

Personal Notes:

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