



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.

**Town of Brookfield  
Land Use Office  
100 Pocono Rd.  
Brookfield, CT 06804**

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**ATTENTION PERMIT HOLDER**

**\*\*It is the responsibility of the permit holder or agent to call for inspections (minimum 24 hours in advance). The permit holder is responsible for all construction for that project. An oversight of code requirement(s) during plan review does not relieve you of your responsibility for compliance. During inspections, you may be required to make changes to insure that the current building & fire codes are satisfied.\*\***

- Per Chapter 127 of the Brookfield Code of Ordinances:

**Building Inspections which result in a failure will incur an additional \$25.00 fee for each reinspection.**

All reinspection fees shall be due and payable prior to the issuance of a Certificate of Occupancy.

- Per Chapter 242 of the Brookfield Code of Ordinances:

**Site Stabilization Inspections which result in a failure will incur an additional \$25.00 fee for each reinspection.**

All reinspection fees shall be due and payable prior to bond release.

***I acknowledge that per the Brookfield Code of Ordinances, I will be responsible for reinspection fees as outlined above. I also understand that it is my responsibility to call for inspections of the project.***

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*Applicant/Agent signature*

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*Date*

## TO CONTRACTORS:

CT. General Statutes (effective January 1, 2005):

§20-338b Building permit applications. Who may sign.

Any licensed contractor who seeks to obtain a permit from a building official may sign the building permit application personally or delegate the signing of the building permit application to an employee, subcontractor or other agent of the licensed contractor, provided, the licensed contractor's employee, subcontractor or other agent submits to the building official a dated letter on the licensed contractor's letterhead, signed by the licensed contractor, stating that the bearer of the letter is authorized to sign the building permit application as the agent of the licensed contractor. The letter shall not be a copy or facsimile, but shall be an original letter bearing the original signature of the licensed contractor. The letter shall also include:

1. The name of the municipality where the work is to be performed;
2. The job name or a description of the job;
3. The starting date of the job;
4. The name of the licensed contractor;
5. The name of the licensed contractor's agent; and
6. The license numbers of all contractors to be involved in the work.