

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

Town of Clinton

Building Department, Town of Clinton
 53 East Main St Clinton, CT 06413
 Phone: 860-669-9118 Fax: 860-664-4469
 Hours: M-W 9:00-4:00pm; Th 9:00-7:00pm; F 9:00-12:00pm
 Interim Building Inspector: Ed Smith
 Email: esmith@clintonct.org
 Website: <http://clintonct.org/149/Building-Department>

Accessing Application Materials

The Building Department's Application portal can be found online at http://landuse.clintonct.org/Clinton_CT/newapplication.asp. An [Electrical Permit Application](#) must be completed online, printed and mailed/brought to the Building Department with all required documentation and fees.

Application Materials Checklist

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

Roof Mounted:

- Clinton [Electrical Permit Application](#) and the following attachments:
 - Structural Evaluation by professional engineer
 - One-line electrical diagram
 - One-line site plan showing elevation (2 copies)
 - Solar PV module specification sheets
 - Inverter specification sheets
 - Copy of E-1's electrical license or E-1 Letter of Authorization
- Application fee: \$10 per \$1,000 and \$15 fee for Zoning Approval*

Ground Mounted:

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

- Site plan showing applicable setbacks in relation to system and system height
- If system is within 100 feet of a wetland, a Wetland permit is required. Contact the Wetlands Office to determine the permit type and associated fee.

*If property is in the Village Zone, statement required attesting to whether panels can be seen from public roadway

Submitting Municipal Permit Applications

The Electrical Applications should be filled out online, printed, **and** mailed/brought to the Clinton Building Department with the required documentation listed above. When completing the application online, select "Electrical" as the permit type. For detailed instructions on using the online application portal see: <http://clintonct.org/DocumentCenter/Home/View/27>. All applications must be signed and include payment to be considered complete. 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. Once the application is submitted to the Land Use Office, it will be circulated internally to the Tax, Zoning then Building departments for approval. Altogether, permits that do not require Wetlands approval typically take 2 weeks to receive approval, pending all necessary documentation is included.

Town Department	Typical Processing Time	Ground/Pole Mounted	Roof-Mounted
<input type="checkbox"/> Wetlands Commission (if applicable)	30-60 Days	✓	
<input type="checkbox"/> Wetlands Department (if applicable)	15-30 Days	✓	
<input type="checkbox"/> Tax Assessor	5-7 Days	✓	✓
<input type="checkbox"/> Zoning Department	5-7 Days	✓	✓
<input type="checkbox"/> Building Department	5-7 Days	✓	✓

You may check the status of electrical permit applications online: http://landuse.clintonct.org/Clinton_CT/publicview.asp with the following login information **Username:** Public, **Password:** 123

Typically, the applicant will be notified of permit approval via email, fax or mail within 2 weeks

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 is required for roof mounted systems and two inspections are required for ground and pole mounted systems. Inspections can be scheduled by contacting the Building Department by phone at 860-669-9118. Inspections are scheduled a 1 hour appointment window. The electrician must be on-site for inspection.

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 permits