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

Town of Old Saybrook

Building Department, Old Saybrook Town Hall
302 Main Street, Old Saybrook CT 06475
Building Inspector: Don Lucas
Hours: Monday-Friday 8:30am-4:30pm
Phone 860.395.3130 Fax 860.395.1216
[Building Department on OldSaybrookCT.gov](http://Building_Department_on_OldSaybrookCT.gov)

Accessing Application Materials

All required forms are available in this package, online, and as hard copies in the Building or Land Use Department at Old Saybrook Town Hall. Call for assistance.

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:

- If located in a historic district, submit a **CERTIFICATE OF APPROPRIATENESS APPLICATION**. Applications are reviewed at Commission meetings (3rd Thursday of the month)
- OLD SAYBROOK BUILDING PERMIT APPLICATION** and the following attachments:
 - Structural evaluation by professional engineer
 - One-line electrical diagram
 - One-line site plan
 - Solar PV Module specification sheets
 - Inverter specification sheets
 - Copy of E-1 and HIC license, worker's compensation, and letter of authorization if applicable
- Application Fees: \$15.26 per first \$1,000 and \$10.26 per \$1,000 thereafter.

Ground and Pole Mounted:

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

- If septic or well on property, submit **B100A APPLICATION**, site plan indicating system location, and \$100 fee to the Connecticut River Area Health District. (CRAHD)
- ZONING PERMIT APPLICATION**, site plan indicating system location in relation to setbacks, and \$85 fee.
- If within 100 feet of a wetland, consult the wetlands agent to see if permit is required. If so, an **INLAND WETLAND COMMISSION APPLICATION** must be submitted 2 weeks before Commission meeting (3rd Thursday of the month)

Submitting Municipal Permit Applications

Applications must be signed and include payment to be considered complete. Completed Building Applications can be submitted via mail or in person. Certificate of Appropriateness and Zoning Applications can be submitted to the Land Use Department via mail or in person. Inland Wetland Applications must be submitted in person the Land Use Department. B100A Applications can be submitted in person or mailed to CRAHD. Applicant is typically notified of health approval via phone and paperwork is mailed. Please consult department website and agents for more information (Land Use Department M-F 8:30-4:30; Zoning Enforcement Officer M-F 9-12pm, Wetlands Agent Tu-Th 9-12pm)

Process of Approval

The below steps indicate the departments in the order they require approval and the typical processing time. Each Department/Commission must be contacted separately for approval.

Town Department	Typical Processing Time*	Ground/Pole Mount	Roof Mount
<input type="checkbox"/> Historic Commission (if applicable)	30 Days	✓	✓
<input type="checkbox"/> CT Area Health District	7-10 Days	✓	
<input type="checkbox"/> Wetlands Commission (if applicable)	30 Days	✓	
<input type="checkbox"/> Zoning Department	7-10 Days	✓	
<input type="checkbox"/> Building Department	1-5 Days	✓	✓

Typically, approved Building Permits are mailed within 2-3 business days. Applicants are encouraged to call to inquire.

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. Call to schedule an inspection. Inspection appointments are typically scheduled within 48 hours of request and given a 30 minute appointment windows during regular office hours.

Once the system has passed inspection the Building Department will notify Eversource within 1 business day.

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