



Town of East Hampton
Building Department
1 Community Drive, East Hampton, CT 06424
Tel (860) 267-9601

BUILDING OFFICIAL
building.official@easthamptonct.gov

Requirements for Solar Projects

When submitting an application for solar, we required the following paperwork:

APPLICATIONS:

Building Application
Electrical Application
Zoning Application (For Ground Mount Systems)

REQUIRED DOCUMENTS:

- ☐ Energize CT Solar PV Permit Application Supplement
- ☐ Authorization Letter
- ☐ Permission Letter
- ☐ Homeowner's contact information including telephone number and email address.
- ☐ Licenses – HIC, ELC, ELC-PV1
- ☐ Insurance Certificate w/ Liability and Worker's Compensation
- ☐ Engineer's letter (seal & signed) with wind, load calculations, etc.
- ☐ Layout of Array
- ☐ Roof Section & Details
- ☐ Conduit & Equipment Location
- ☐ Electrical Diagram
- ☐ Electrical One Line Diagram
- ☐ Product Spec Sheets
- ☐ Photo of building ☐ Residential ☐ Commercial
- ☐ Mock-up of proposed panels in place
- ☐ Site Plan (for Ground Mount Systems)
- ☐ CRS# (Customer Request Service) number from Eversource

INSPECTIONS REQUIRED: (Call the office 72 hrs. in advance to schedule the required inspections 860-267-9601)

- ☐ Solar Roof Mounts **BEFORE** Panel Installation
- ☐ Solar Electrical
- ☐ Solar Final

Is property in the Middle Haddam District? ☐ Yes ☐ No

If Yes, contact the Middle Haddam Commission for an application/approval prior to submitting to the Building Department.

Process:

Submit the completed applications with associated fees.

Application will be entered and processed in preparation for the Building Official's review. (If Ground Mount Solar, then Zoning Official Review as well.)

Building Official reviews the applications and associated documents.

If Approved, the Building Official will issue a Permit and this will be emailed to you.

If Denied, the office will contact you with the needed additional information.

Call the Office, 72 hours in advance, to schedule the REQUIRED inspections. A technician is required to be present for inspections.

Upon completion and approval of the Final Inspection, a Certificate of Approval will be issued and emailed to the contractor as well as the homeowner.