

**CITY OF WEST HAVEN BUILDING PERMIT APPLICATION FOR PV SOLAR SYSTEM**

HOUSE # \_\_\_\_\_ STREET \_\_\_\_\_ U.I. JOB # \_\_\_\_\_

Property Owner's Name \_\_\_\_\_ Signature: \_\_\_\_\_  
Property Owner's Mailing Address: \_\_\_\_\_ Phone \_\_\_\_\_

Solar Contractor \_\_\_\_\_ HIC # \_\_\_\_\_  
Lic. Electrician \_\_\_\_\_ E-1 Lic. # \_\_\_\_\_  
Contractor's Address \_\_\_\_\_  
Contractor's Phone \_\_\_\_\_ Email \_\_\_\_\_

Occupancy: 1 or 2 Family \_\_\_\_, Multi-Family \_\_\_\_, Other \_\_\_\_\_. Construction Type: \_\_\_\_\_

Is this Structure listed on a Historic Register? \_\_\_\_ Is the Structure located in a Historic District? \_\_\_\_ Total value of material and labor: \$ \_\_\_\_\_

*Office use only*  
Total value of labor and materials: \$ \_\_\_\_\_ (see fee schedule) Fee: \$ \_\_\_\_\_ + C.O.Fee \$ \_\_\_\_\_ Total \$ \_\_\_\_\_ App. Date: \_\_\_\_\_  
Zoning Approval \_\_\_\_\_ Date \_\_\_\_\_  
Building Official Approval: \_\_\_\_\_ Date: \_\_\_\_\_ FM Approval: \_\_\_\_\_ Date: \_\_\_\_\_

The undersigned owner or authorized agent applies for a combined building and electrical permit in accordance with the laws and ordinances of the City of West Haven CT, applicable Connecticut General Statutes, and the CT State Building Code. Permits are issued to the owner in fee, and compliance with all regulations is the responsibility of the owner in fee of the subject parcel.

Applicant: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**I hereby swear that the this application is authorized by the owner in fee and that said applicant is authorized by the owner in fee to make said application.**

Personally Appeared \_\_\_\_\_ Authorized agent for: \_\_\_\_\_ Owner

Who made oath that the statements herein were true and correct before me this \_\_\_\_\_ day of \_\_\_\_\_

Notary Public \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

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Roof top? \_\_\_ Ground Mount? \_\_\_ System KW? \_\_\_\_\_ DC Grounded? \_\_\_\_\_ Service Size? \_\_\_\_\_ amps. Service upgrade included? \_\_\_ Batteries? \_\_\_\_\_  
Integrated Solar Roof Shingle System? \_\_\_\_\_

### **Please attach the following supporting documents to this application:**

- \_\_\_\_\_ Plot Plan showing all distances to structures, property lines, and the public way. Identify locations of all equipment to be installed. If other than roof mount, show distances to property lines.
- \_\_\_\_\_ Electrical 3 wire line diagram, include wire sizes, wiring methods
- \_\_\_\_\_ Sign and labeling schedule, type of material for exterior use
- \_\_\_\_\_ Structural analysis including wind loads imposed on racking system and attachment (by qualified individual)
- \_\_\_\_\_ Manufacturer's specification sheets for all proposed equipment and devices—show UL Listings.
- \_\_\_\_\_ Permission letter from HIC registrant, and copy of HIC Registration Certificate
- \_\_\_\_\_ Permission letter from E-1 (with original signature) and copy of E-1's license
- \_\_\_\_\_ Evidence of Workers Compensation Insurance (If out of State contractor, show coverage is valid in CT)
- \_\_\_\_\_ If other than 1 or 2 Family, provide Fire Marshal's Approval Letter
- \_\_\_\_\_ Load Calculations if service is being upgraded

### **Inspection Notes:**

- 1.) If building has a cathedral ceiling or otherwise inaccessible under-roof area, inspection is required day of panel installation.
- 2.) Solar roof shingles require inspection day of installation.
- 3.) Licensed electrician with ladders and tools is recommended to be in attendance for all inspections.
- 4.) Verify existing Grounding Electrode System connection, repair if corroded or missing, jump to both sides of water meter.
- 5.) Verify two supplemental ground rods, install if missing or unverifiable.
- 6.) Provide the field tech's cell phone number when making an inspection appointment.
- 7.) Contractor to have full plan set on site, including structural modification drawings, if applicable.

*This application for a building permit is governed by the current applicable CT State Statutes, CT State Building Code, as amended, and applicable ordinances enacted by the City of West Haven.*  
**CT State Building Code:**

**Section 105.3.1 ACTION ON APPLICATION** reads in part: "The Building Official shall examine or cause to be examined application for permits and amendments thereto within 30 days after filing and either issue or deny a permit within such 30 day period. If the application or construction documents do not conform to the requirements of this code and pertinent laws, the Building Official shall reject such application in writing stating the reasons therefore."

**Section 105.3.1 ZONING APPROVAL** reads in part: "No Building Permit shall be issued in whole or in part for a building use or structure subject to the zoning regulations of the municipality without certification in writing by the official charged with enforcement of such regulations that such building, use or structure is in conformity with such regulations or is a valid non-conforming use under such regulations."

**Section 105.3.1.2 FIRE MARSHAL APPROVAL** reads in part: "No Building permit for a building structure or use subject to the requirements of the 2018 CT State Fire Code, [as amended], shall be issued in whole or in part without certification in writing from the local Fire Marshal that the construction documents for such building, structure, or use are in substantial compliance with the requirements of the 2018 CT State Fire Code [as amended]."