



CITY OF DERBY
BUILDING DEPARTMENT

1 Elizabeth Street, Derby, CT 06418 - (203) 736-1481

SOLAR PERMIT

To Whom It May Concern:

In an effort to be consistent and accurate when calculating permit fees for the installation of any Solar job, below is a list of requirements needed at the time of application:

- Roof Analysis Report, stamped by an Engineer
- Electrical Permit Application
- Building Permit Application
- Copy of a signed contract showing the total system cost before incentives or rebates
- If the system is being leased, the value of the work being performed (set at \$5.00 per watt)
- **UI # MUST BE SUBMITTED WITH SOLAR APPLICATION**

Please be advised that these requirements are effective immediately. If you have any questions concerning this matter, please contact this office at the above listed phone number.

Sincerely,

Joseph L. Ballaro
Building Official

ITEMS REQUIRED TO SUBMIT SOLAR PERMITS

1. Roof Analysis Report, Stamped by an Engineer
2. Electrical Permit Application with UI #
3. Building Permit Application
4. Copy of a Signed Contract Showing the Total System Cost Before Incentives or Rebates
5. If System is Leased, the Value of the Work Being Performed (Set at \$4.00 Per Watt)
6. Copy of HIC License
7. Copy of Electrical E-1 License
8. Insurance Certificate
9. Electrical Drawing/Design Stamped by an Engineer
10. CT Standardized Solar Permit
11. Equipment Specifications
12. Letter Authorizing Agent to Pull Permits for HIC & E1 Holder (If Applicable)
13. Homeowner Letter of Authorization

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/sunrise)

- ☐ 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 9th Attachment. Example Attachments (e.g. sample drawings) can be found at 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
 - H₂ 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)

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). 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 9th attachment to the application.

***NOTE:** Applicants should submit either Attachment 4 for roof-mounted systems OR Attachment 7 for pole/ground-mounted systems, not both.



CITY OF DERBY

APPLICATION FOR BUILDING PERMIT

- ☐ SEPTIC (NAUG.VALLEY HEALTH)
☐ SEWER (CITY/WPCA)

APPLICATION MUST BE SIGNED IN INK

Date _____ 20____

NOTE: The City of Derby wants to be of service to you, the applicant. We will be better enabled to do so if you complete this application and follow the procedures set out in the INFORMATION SECTIONS on page 4. Please contact the Building Department with any questions at (203) 736-1481. Thank you.

House # _____ Assessor's Map-Lot # _____ Lot # _____ Street _____

Owner _____ Phone _____ Cell Phone _____

Owner's Address _____
Street _____ City _____ State _____ Zip Code _____

Sub-Division Name _____ Model _____ Lot # _____

Please check items below that apply to you

CONSTRUCTION: New ☐ Alteration ☐ Addition ☐ Repair ☐ Removal ☐

TYPE OF OCCUPANCY: One Family Residence ☐ Garage ☐ Shed ☐ Pool ☐

Other _____

FOUNDATION: Basement Yes ☐ No ☐ Walls: Poured Concrete ☐ Block ☐ Other _____

STRUCTURE: Frame ☐ Brick ☐ Stone ☐ Concrete Block ☐ Other _____

Carpenter's Name _____ Address _____

APPLICABLE CODE: IBC ☐ IRC ☐ IEBC ☐ YEAR _____

NOTES:

- 1) Submit Digital Plans (PDF)
- 2) Copy of Submitted/Approved Plans **MUST REMAIN ON JOB SITE AT ALL TIMES**
- 3) Per CT State Statute - Installation of Smoke Alarms/CO Detectors **ARE REQUIRED**
- 4) Electrical, Plumbing & HVAC Permits **MUST BE OBTAINED SEPARATELY**

DESCRIPTION OF WORK: _____

General Contractor's Name _____ Address _____

Please be sure to fill in data on all pages of application.

Phone _____

I estimate the value of this Work Will Be \$ _____ Fee \$ _____

Building Official estimate of value \$ _____

Print Applicant's Name: _____

Applicant's Signature: _____

Address: _____

City/State/Zip _____

Telephone: _____

Email: _____

PERMIT FEE \$ _____ ☐ COC Fee

STATE ED FEE \$ _____ ☐ CA Fee

CO FEE \$ **50.00** ☐ CO Fee

☐ Check

RECEIPT # _____ ☐ Cash

☐ Credit Card

Permit
Number
Date
Issued

ADDITIONAL DATA REQUIRED

FOUNDATION: Kind of Materials _____ Thickness _____
Rebar Required: Size _____ Height _____
Size of Footings _____ Depth Below Grade (42" Min.) _____
Kind of Columns in Cellar _____ Size _____

MASONRY SIDE WALLS: Size _____ Thickness _____ Height _____

FRAME: CONTINUITY OF WALL REINFORCEMENT BETWEEN STORIES (SECTION 611.6)

Size of Girder _____ Spacing on Centers _____ Corner Posts _____ Plate _____
Size of Floor Joists _____ Spacing on Centers _____ Longest Span _____
Size of Ceiling Joists _____ Spacing on Centers _____ Longest Span _____
Size of Rafters _____ Spacing on Centers _____ Longest Span _____
Size of Valley & Hip _____ Spacing on Centers _____ Longest Span _____
Type of Sheathing on Floor _____
Size of Studs in Bearing Walls _____ Spacing on Centers _____

HEATING: Kind of Chimney _____ Size of Flue _____ Kind of Lining _____
Will there be a Fireplace _____ Name of Mason _____

SIDING: Describe _____

ROOFING: Describe _____

SCHEDULE OF FEES

Minimum Fee – All Permits	\$ 55.26
Certificate of Occupancy	\$ 50.00
Mobile Homes: Inspection & CO (Public Act #76143)	\$ 25.00
All Permits (including Demo): First \$1,000 of estimated cost	\$20.00
	\$15.00 Per \$1,000 After First \$1,000
State Education Fee	\$0.26 Per \$1,000
Demolition Permit: First \$1,000 of estimated cost	\$20.00
	\$15.00 Per \$1,000 After First \$1,000

INSPECTION SCHEDULE

- 1st – Footing Inspection – Before Concrete is Poured
- 2nd – Foundation Inspection – After Water Proofing & Footing Drains are Installed, If Necessary.
Prior to Back Filling
- 3rd – Rough Framing, Wiring, Rough Plumbing, Heating – Before Interior Walls & Ceilings
are Insulated & Sheet Rock Applied
- 4th – Insulation
- 5th – Final Inspection – After All Work has been Completed, Sanitary System Completed &
the As-Built Drawing on File, Well Installed & Water Tested & Certified Pure

Please Check One for Each:

City Sewer___ or Septic System___ (Naug. Valley Health District) City Water___ or Well___

Use Classification: R___ R-1___ R-2___ R-3___ R-4___ B___ M___ A-1___ A-2___
A-3___ A-4___ A-5___ Storage Shed___ Mixed___ & ___ Other___

Live Load Per Square Foot: 30___ 40___ and 100___

Fire-Resistance Rating: 20 Minutes___ 1Hour___ 2Hour___ Other___ Fire Sprinkler___

Code Used _____

Building Type: 1A___ 1B___ 2A___ 2B___ 3A___ 3B___ 4___ 5A___ 5B___

Number of Stories___ Total Square Feet___ Number of Dwelling Units___
Drive Under Garage___ Number of Bathrooms___ Number of Bedrooms___
Number of Kitchen or Bar Sinks___

Residential

Square Foot of 1 st Floor	_____	X \$80 =	_____
Square Foot of 2 nd Floor	_____	X \$60 =	_____
Square Foot Above Second Floor	_____	X \$60 =	_____
Square Foot of Finished Basement	_____	X \$25 =	_____
Square Foot of Attached/Detached Garage	_____	X \$40 =	_____
Square Foot of Room Over Garage	_____	X \$30 =	_____
Square Foot of Open Deck	_____	X \$25 =	_____
Square Foot of Deck with Roof	_____	X \$30 =	_____
Square Foot of 3 Season Room	_____	X \$60 =	_____
Square Foot of Shed	_____	X \$10 =	_____
Square Foot of Carport	_____	X \$30 =	_____
Square Foot of Barn	_____	X \$40 =	_____
Miscellaneous	_____	X \$ =	_____

Total \$ _____

Commercial

Square Foot of 1 st Floor	_____	X \$100 =	_____
Square Foot of 2 nd Floor	_____	X \$80 =	_____
Square Foot Above Second Floor	_____	X \$80 =	_____

Total \$ _____

THIS BUILDING SHALL COMPLY TO THE NEW ENERGY STANDARDS

1. Permit to Build or Alter. – No building or structure shall be constructed or altered until an application has been filed with the building official and a permit issued.

2. By Whom Application Is Made. –Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the licensed engineer or architect employed in connection with the proposed work. If the application is made by a person other than the owner in fee, it shall be accompanied by a duly verified affidavit of the owner or the qualified person making the application that the proposed work is authorized by the owner in fee and that the applicant is authorized to make such application. The full names and addresses of the owner, lessee, applicant, and of the responsible officers, if the owner or lessee is a corporate body, shall be stated in the application.

3. Description of Work. – The application form shall be filled in with a general description of the proposed work, its location, the use and occupancy of all parts of the building or structure and of all portions of the site or lot not covered by the building, and such additional information as may be required by the building official.

4. Plans and Specifications. – The completed application form for the permit shall be accompanied by not less than two (2) copies of specifications and of plans drawn to a scale of not less than 1/8 of an inch to the foot, with no detail or working drawing at a lesser scale than 1/2 of an inch to the foot, with sufficient clarity and detail dimensions to show the nature and character of the work to be performed. When quality of materials is essential for conformity to the Building Code, specific information shall be given to establish such quality; and in no case shall the code be cited or the term “legal” or its equivalent be used as a substitute for specific information.

5. If, during the progress of the execution of such work, it is desired to deviate in any manner affecting the construction or other essentials of the building from the terms of the application, drawings, plans or specifications, as filed, notice of such intention to alter or deviate shall be given to the Building Official and his written consent must be obtained before such alteration or deviation may be made.

6. Time Limitation of Application. –An application for a permit for any proposed work shall be deemed to have been abandoned six (6) months after date of filing, unless such application has been diligently prosecuted or a permit shall have been issued; except that for reasonable cause, the Building Official may grant one or more extensions of time for additional periods not exceeding ninety (90) days each.

7. Action on Application. – The Building Official shall examine or cause to be examined all applications for permits and amendments thereto within a reasonable time after filing. If the application or the plans do not conform to the requirements of all pertinent laws, he shall reject such application in writing stating the reasons therefor. If he is satisfied that the proposed work conforms to the requirements of the Building Code and all laws and ordinances applicable hereto, he shall issue a permit therefor as soon as practicable.

8. Payment of Fees.– No permits shall be issued until the fees prescribed have been paid.

9. Suspension of Permit. – Any permit issued shall become invalid if the authorized work is suspended or abandoned for a period of six (6) months after the time of commencing work.

10. Renewal of Permit. – Any permit issued shall become invalid two (2) years after its date; permit renewal may be obtained subject to the review approval of the Building Official and the re-payment of the requisite permit fees.

11. Revocation of Permits. – The Building Official may revoke a permit or approval issued under the provisions of the Building Code in case of any false statement or misrepresentation of fact in the application or on the plans on which the permit or approval was based.

12. Licenses. – Permits shall only be issued to subcontractors who possess the requisite State of Connecticut license.

**For questions, please contact the Building Department at:
City of Derby, Attn: Building Dept., 1 Elizabeth Street,
Derby, CT 06418 – or call (203) 736-1481.**

The above stipulations are hereby agreed to by the applicant, and made a part of this application.

The laws and building regulations of the State of Connecticut and the City of Derby, shall at all times have precedence over drawings and specifications. Anything contrary to said laws and regulations that may at any time appear in drawings or specifications, or in the work executed, shall be corrected without delay upon the receipt of due notice from the Building Official. The granting of a permit for the proposed work shall not be assumed or construed to convey any right of permission to do anything contrary to the laws and regulations aforesaid, under any circumstances whatsoever. You must have a deed on file at City Hall before your permit is valid. REMEMBER, PERMITS MUST BE OBTAINED BEFORE STARTING WORK.

THIS BUILDING SHALL COMPLY
TO THE NEW ENERGY STANDARDS

SIGNATURE OF APPLICANT



CITY OF DERBY

1 Elizabeth Street, Derby, CT 06418 - (203) 736-1481

APPLICATION MUST BE SIGNED IN INK

NOTE: WHEN APPLYING FOR AN ELECTRICAL PERMIT FOR A SERVICE UPGRADE OR SOLAR PV ARRAY, THE UI # MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE ACCEPTED

APPLICATION FOR ELECTRICAL WIRING PERMIT

Job Location _____ Lot # _____ Date _____

Name of Owner _____ Address _____

Owner Telephone # _____ Owner Email _____

DOES PV SYSTEM HAVE RAPID SHUTDOWN? ____ YES ____ NO

IF YES, LOCATION? _____

NATURE OF WORK: ____ New Installation ____ Addition ____ Revamp

TOTAL COMPUTED LOAD: _____

OF BRANCH CIRCUITS: ____ 15 amp., ____ 20 amp., ____ 30 amp., / Special Circuits _____

TYPE OF WIRING SYSTEM: ____ Armor Clod (BX), ____ Non Metallic Cable, ____ EMC, ____ Other

COMMENTS:

OUTLETS

Location	Light	Heat	Recpt	Switch	No.	H.P.	S.PH.	3 PH.	Start Equip Size	Wire Size	Conduit Size
Cellar											
Basement											
1 st Floor											
2 nd Floor											
Garage											
Yard/Well Pump											

MOTORS

SERVICE INSTALLATION

SIZE OF SERVICE: ____ Amperes, ____ Single Phase, ____ Three Phase, ____ Overhead, ____ Underground

CONDUCTOR SIZE: ____ AWG, ____ MCM CONDUCTOR MATERIAL: ____ Copper, ____ Aluminum

TYPE SERVICE INSTALLATION: ____ RMC, ____ SEC, ____ BURIAL CABLE GROUNDING ELECTRODE: ____

SWIMMING POOLS

POOL TYPE: ____ Permanent, ____ Storable • Distance From Power Source ____ Ft.

• Conductor Size: ____ AWG, ____ UF, ____ RMC

Lighting Fixtures _____ GFCI (Make & Model)

UI JOB # _____

**Do you have a service location from
UI Co.? ____ YES ____ NO**

ESTIMATED VALUE OF JOB \$ _____ ◊ IRC ◊ NEC

Check One

Master Electrician (E1) (Print) _____

State License # _____

Firm Name or Trade Style _____

Firm Address _____

Email Address _____

Telephone # _____

Signature of Master Electrician _____

Fees:

Permit Fee \$ _____ ◊Cash

State Fee \$ _____ ◊Check

◊Credit Card

Receipt # _____

Permit Date _____

Permit # _____