INSTRUCTIONS FOR OBTAINING A PERMIT FOR A PHOTOVOLTAIC POWER SYSTEM IN THE TOWN OF WESTPORT

1. **Zoning Department Review**  
   If the proposed installation complies with the following regulations, the project is **exempt** from zoning review:

   - Solar panels on a pitched-roofed building provided the highest point of the panels are located no higher than the roof ridge line
   - Solar panels on a flat-roofed building which do not extend more than 5-feet above the roofline of a flat-roofed building, provided that the panels are set back at least 6-feet from the edge of the roof on all elevations

   *If the proposed installation does not meet the above requirements, zoning approval is necessary before obtaining a building permit.*

2. **Building Department Review**  
   Building permits are issued in person only. To obtain a building permit for a photovoltaic power system you will need to take the following steps.

   1. Call the Building Department to set up an appointment (203) 341-5025
   2. Meet with the Westport Building Official  
      a. You will need to present the following documents at your appointment:  
         i. Electrical Permit Application (work description should include: number of panels, system size/kW output, number and type of inverters)  
         ii. Building Permit Application  
         iii. One line electrical drawing  
         iv. Structural Review Worksheet  
         v. Solar PV Module Specification sheets  
         vi. Inverter Specification sheets
   3. Receive a Building Permit
   4. Post-installation you will need to complete the “Checklist for Photovoltaic Power System Installations” and return a signed copy to the Building Department
   5. Post-installation the system will need to be inspected by the Building Official. Call the Building Department to schedule an inspection (203) 341-5025