

# TOWN OF WESTPORT

## BUILDING DEPARTMENT

### 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