



TOWN OF ELLINGTON

BUILDING DEPARTMENT

57 MAIN STREET • P. O. BOX 187
 ELLINGTON, CONNECTICUT 06029-0187
 OFFICE: (860) 870-3124 • FAX: (860) 870-3122
 WWW.ELLINGTON-CT.GOV

SOLAR PHOTOVOLTAIC (PV) SYSTEM PERMITTING CHECKLIST

The pre-submittal checklist below contains the minimum information and project plan details required to be submitted to the Town of Ellington when applying for a permit to install either a residential or commercial solar photovoltaic (PV) system. The intent of using the checklist is to provide transparent and well-defined information to minimize the number of required revisions, improve permit application quality, and accelerate the application and review process.

Codes and Design Criteria

The Town of Ellington follows the [State of Connecticut Building Code](#). The following local design criteria should be used: a maximum wind speed of 115 mph, a snow load of 35 psf, and a frost depth of 42 inches.

Required Permits

A permit must be obtained prior to the start of any work. Below is a checklist of materials needed for roof, ground, and pole-mounted applications to be considered complete. Please note that applications with missing attachments will be delayed.

ROOF MOUNTED:

- [Ellington Solar PV Permit Application \(online\) with the following attachments:](#)
 - One-line electrical diagram
 - One-line site plan
 - Engineer's report
 - Solar PV module specification sheets
 - Inverter specification sheets

GROUND OR POLE MOUNTED:

The following is required IN ADDITION to the requirements for Roof Mounted Solar PV. Please call the Planning Department at 860-870-3120 for assistance.

- ZONING Approval and \$80 fee (up to \$20,000) or \$210 (greater than \$20,000) (application is part of [online](#) Building Permit Application)
- [HEALTH DEPARTMENT Approval](#) (property on septic system and/or well water)
- [WETLANDS PERMIT Approval](#) (activity is within 100 feet of wetlands/watercourse or 250 feet when property is in a public water supply watershed.)

Contractor Requirements

Contractors shall upload a copy of their E-1 electrical license and proof of workers compensation coverage.

Permit Fees

Application fee is based on the total value of work, including materials and labor. The fee is \$30.00 for the first \$1,000 in value and \$15.00 per subsequent \$1,000 in value, or part thereof.

Submit Permit Application

The Solar Permit application can be found online by going to <https://aca-prod.accela.com/ellington/Default.aspx>. Applicant must first create an account and then apply for a solar permit. All applications are received online; however, applicants may come into the Building Department office for help and guidance with the computer and permitting software.

Applications are circulated internally once submitted to the Building Department. Applicants will be contacted if information is missing. Applications will not be processed until all fees are submitted.

Review Process Timeline

The Building Department is committed to providing a timely review of solar PV permit applications. Best efforts are made to review completed roof mounted solar permit applications within three business days and ground mounted solar permit applications within five business days. Applications that require the review of the Health Department or the Wetlands Agent or Agency may take as long as thirty business days. These turnaround times are typical, not guaranteed. Ellington has a staff of dedicated individuals, but workloads, vacations, and sick leave can cause unforeseen delays that may impact turnaround time.

Permit Status

To check permit status, please log into your account at <https://aca-prod.accela.com/ellington/Default.aspx>. Click on “My Records” to bring up a list of current applications. Look under the “status” column to find out the status of each application.

Permit Expiration

All permits expire six months after the date of issue. Failure to start the work authorized by a permit within this six-month period renders the permit invalid and a new permit must be obtained. Once work begins, noticeable progress must continue until completion.

Scheduling an Inspection and the Inspection Process

To schedule an inspection, please call the Building Department at (860) 870-3124. Typically, inspections are completed within 24 to 48 hours. Inspections are given a two-hour inspection window, 10 AM to 12 PM or 1 PM to 3 PM. A representative of the installation company is required to be present.

- Roof mounted solar panels require one inspection at completion.
- Ground or pole mounted solar panels require up to two inspections, including the final inspection.

Contact Information

Questions should be directed to the Building Department at (860) 870-3124 or buildingofficial@ellington-ct.gov.

The Building Department is in the Town Hall Annex Building at 57 Main Street, Ellington, CT.

The mailing address is Ellington Building Department, P. O. Box 187, Ellington, CT 06029.

Hours of Operation

Monday 8:00 AM to 6:30 PM; Tuesday through Thursday 8:00 AM to 4:30 PM and closed on Fridays.