



TOWN OF WESTPORT BUILDING DEPARTMENT

GUIDELINES FOR OBTAINING A PHOTOVOLTAIC POWER SYSTEM PERMIT

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. (203)341-1030.

2. Building Department Review:

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 a virtual appointment. (203) 341-5025.
2. Meet with a Westport Building Official and have the following documents available on your desktop:
 - Solar Permit Application.
 - Plans which shall include a one-line electrical drawing. Indicate the number of panels, system size/kW output, number and type of inverters.
 - Structural Review Worksheet or design professional's review.
 - Equipment specification sheets.
 - Sample of required labeling.
3. Complete the "Certification for Photovoltaic Power System Installations" after installation and return a signed copy to the Building Department.
4. A final inspection is required by the Building Official. Call the Building Department to schedule the inspection. (203) 341-5025.