



© Town of Bethany

TOWN OF BETHANY

Land-Use Administrator

Town Hall – 40 Peck Road

Bethany, Connecticut 06524-3378

Telephone: (203) 393-2100 X 1135 Email: buildingclerk@bethany-ct.com

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Solar Application Process

General Instructions

- Permit applications may be submitted in-person or by mail. **DO NOT** email permit applications. **DO NOT** submit incomplete applications. Fees are required at the time of submittal.
- After the Building Officials have completed their review and have approved your permits, we will notify you of any changes in the estimated cost of the project/changes in fees.
- Call the Building Clerk, Veronica Novack, at 203-393-2100 ext. 1135 with any questions regarding the permitting process or for verification of fees.

Ground-Mounted PV Systems

- Contact Quinnipiac Valley Health District at 203-248-4528 to obtain health district permits before applying for municipal permits. QVHD will require a site plan.
- Contact the Bethany ZEO to determine if an Inland/Wetlands permit is required. This could take up to 2 months, so please plan accordingly.
- Complete and submit all necessary documentation to the Building & Land Use Department (see below for required documentation).

Roof-Mounted Systems

- If structural upgrades to the roof are required, a separate building permit must be submitted.
- Complete and submit all necessary documentation to the Building & Land Use Department (see below for required documentation).

Required Documents for all solar PV projects

- Zoning Permit Application
- Building Permit Application
- Electrical Permit Application
- Homeowner's Authorization Form/signed contract
- Copy of contractor's license and proof of workers compensation insurance
- Usage guide for structural review worksheet
- 3 sets of structural plans stamped by an engineer