**Connecticut Standardized Municipal Instructions for Solar Photovoltaic (PV) Permitting Process**

Building Department, Town of Oxford
486 Oxford Road, Oxford, CT 06478
Office Hours: Monday-Thursday 9am-5pm
Gordon Gramolini, Building Official Hours:
Monday-Friday 9am-11am, Monday 5pm-7pm
Phone 203-828-6500 Fax 860.638.1970
[www.oxford-ct.gov](http://www.oxford-ct.gov)

*Town of Oxford*

**Accessing Application Materials**

All required application and approval forms are available in this permit package and hard copies are in the Oxford Town Hall. **Please note that all first-time applicants must use an original Electrical Permit Application form found in the Building Department**. Please call the Building Department for any assistance.

**Application Materials Checklist**

Below is a checklist of materials needed for roof, ground and pole-mounted applications to be considered complete.

Roof Mounted:

Ground and Pole Mounted

* **OXFORD ELECTRICAL PERMIT** and, if structural changes, also a **BUILDING PERMIT** with the following attachments:
* Structural evaluation by professional engineer
* One-line electrical diagram
* One-line site plan
* Solar PV Module specification sheets
* Inverter specification sheets
* Copy of E-1’s and HIC electrical license, insurance, worker’s compensation
* Include year of roof
* Application fee: $25.50 for first $1,000 and $10.50 per $1,000 thereafter, Plus $10 Certificate of Approval fee post-installation. Please utilize the [fee calculator](http://www.oxford-ct.gov/building-department/pages/permit-fee-calculator-1) or call the Building Department to confirm.

*The following is required IN ADDITION and PRIOR to the requirements for Roof Mounted Solar PV. Please call the Building Department for assistance*

* **REQUIRED SOLAR CONTRUCTION SIGNOFF FORM.** To complete:
	+ Visit the Tax Assessor for Map, Block, and Lot Number information. Tax Collector will verify that taxes on property are current.
	+ If septic is on the property, submit an **Application for Accessory Structures,** plot plan showing system and septic location, and $70 fee to P.D.D.H.
	+ If sewer on property, call WPCA to schedule review and obtain signoff (203) 881-2168
	+ Submit an **Inland Wetlands Application**, site plan and $130 fee to I/W enforcement officer for approval. Projects within 100 feet of a wetland, may require Commission approval.
* Submit **ZONING PERMIT APPLICATION**, site plan indicating setbacks, and $120 fee to receive Approval Stamp on plans. Plus $85 Certificate of Approval fee post-installation.

**Submitting Municipal Permit Applications**

Completed Building and/or Electrical Permit Applications for roof-mounted systems can be mailed in with proper check amount. Please call to ensure the proper amount. For ground or pole mounted systems, applicants must contact departments individually to receive the necessary signoffs. **Please note, all departments needed for signoff have office hours at Oxford Town Hall on Mondays 5pm-7pm.** Applicants are encouraged to coordinate submission of application materials with each **Department’s Office Hours**.

**Process of Approval**

The below steps indicate the departments in the order they require approval and the typical processing time. Each department must be contacted separately for approval.

Town Department Typical Processing Time\* Ground/Pole Mounted Roof Mounted

* Tax Assessor & Collector 1 Day ✓
* P.H.H.D. or WPCA 1-10 Days ✓
* Wetlands 1-30 Days ✓
* Zoning 1-30 Days ✓
* Building 1-2 Days ✓ ✓
**Inspection Requirements**

Typically, the applicant will be notified of permit approval via phone or email within 5 business days.

Once all permits to construct the solar installation have been issued and the system has been installed, it must be inspected. For roof-mounted systems, one on-site inspection is required by the Building Official. For ground or pole mounted systems, please contact the departments on the **Solar Post-Construction Approvals**form for additional inspections/approvals. Please call Building Department as far in advance as possible to schedule inspection. Inspections appointments given in 3 hour windows- call day-of for specific time.

Once the system has been approved by all Departments, the Building Department will notify Eversource within one business day.