



Department of  
Planning & Zoning  
TOWN OF BLOOMFIELD  
800 BLOOMFIELD AVENUE  
BLOOMFIELD, CT 06002-0337  
860-769-3515

## Solar Photovoltaic (PV) System Permitting Checklist

The pre-submittal checklist below contains the minimum information and project plan details required to be submitted to Bloomfield when applying for a permit to install a residential and commercial/non-residential 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

Bloomfield has adopted the following codes: 2015 International Residential Code and 2015 International building Code and 2017 National Electrical Code as amended by the 2018 CT Supplement.

The following local design criteria should be used: Dictate by the 2018 Connecticut State Building Code.

### Required Permits

A permit must be obtained prior to the start of any work. Complete the following permit application form(s) and submit any additional required documents. For residential PV permits, Bloomfield needs a set of plans uploaded with the permit application, an engineered stamped letter indicating the existing roof framing, the roof load (dead load, snow load, wind). For commercial PV permits, Bloomfield needs a digital set of stamped plans uploaded with the permit application and 3 sets of stamped and signed paper plans.

#### Residential Solar PV System:

- Photovoltaic Permit
- Electrical Permit (only required if electrical panel needs to be updated/upgraded in order to install solar system)

#### Commercial/non-residential Solar PV System:

- Photovoltaic Permit
- Electrical Permit (only required if electrical panel needs to be updated/upgraded in order to install solar system)

### Additional Required Documents

#### For residential PV permits:

- Site and system plan(s)
- Engineered stamped letter indicating the existing roof framing and the roof load (dead load, snow load, wind)

For commercial PV permits:

- Digital set of engineered stamped site and system plans
- Three (3) sets of stamped and signed paper plans

#### **Contractor Requirements**

- Contractors need a valid contractor's license as well as proof of workers compensation (Certificate or State Waiver form)

#### **Permit Fees**

- \$17 per thousand \$ of construction value (from \$1 - \$3000 is \$60)

#### **Submit Permit Application**

- All permits are to be submitted online at [www.viewmypermitct.org](http://www.viewmypermitct.org)

#### **Review Process Timeline**

The Bloomfield Building Department is committed to providing a timely review of solar PV permit applications. Best efforts are made to review completed residential solar permit applications within 1-2 weeks and commercial/non-residential solar permit applications within 30 days. These turnaround times are typical, not guaranteed. Bloomfield 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 your permit status please [www.viewmypermitct.org](http://www.viewmypermitct.org) or call 860-769-3516.

#### **Scheduling an Inspection and the Inspection Process**

Call 860-769-3516. Inspection windows are 10-12PM & 2-4PM, M-F. Please give 48-hour notice.

A residential solar PV system requires 1 inspection.

#### **Contact Information**

If you have any questions, please contact us at: 860-769-3516

#### **Address:**

Town of Bloomfield  
Attn: Building Division  
800 Bloomfield Avenue  
Bloomfield, CT 06002

#### **Hours of Operation**

- Office: 9-5PM, M-F