

Permits for Solar Installations

Sample Email or Letter to the Building Office

To the Building Office, Litchfield, CT:

I am applying for permits required for the installation of a residential solar system in the Town of Litchfield, CT. I have read the **Solar Permitting Checklist** in its entirety and verify that I have included all of the following information.

1. Applicant's Contact Information:

Name and Company Name

Address

Phone, Fax, Email

2. The Solar system is to be built at this location:

Street Address

City, State, Zip

3. Enclosed/attached are the following documents.

Electrical Permit Application, Building Office, Town Hall Annex, 80 Doyle Road, Bantam, CT 06750. Contact: John Worthington, 860-567-7567

Building Permit Application, Building Office, Town Hall Annex, 80 Doyle Road, Bantam, CT 06750. Contact: John Worthington, 860-567-7567

Zoning Permit (if required) Land Use Administrator, Spencer Musselman,
860-567-7565

4. Supporting documents enclosed/attached:

Approval from Litchfield Historic Commission or Milton Historic District (as applicable)

Proof of Workers Compensation or a certificate of insurance

Site Plan

Electrical Diagram

Specification sheets and installation manuals

Builder's home improvement contractor license

Electrician's electrical license

5. Applicant's Signature:

Date:

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For questions:

Email: bld_assistant@townoflitchfield.org

Mail or In Person: Building Office, Town Hall Annex, 80 Doyle Road, Bantam, CT 06750

Phone: John Worthington, 860-567-7567

Hours: Hours of Operation: Office: 8:00 am - 4:30 pm