

# **SOLAR FACILITIES PERMIT & INSPECTION PROCESS GUIDELINES**

## **Permit-Process Details**

The Applicant completes the building permit application describing the location and the system to be installed. The permit applications may be picked up at the Town Office or downloaded from the Town's website or the following State of Massachusetts website:

<https://www.mass.gov/service-details/building-permit-application-forms>

Residential applications (one or two-family dwellings or accessory structures)

All other buildings or lots require a commercial permit.

## **REQUIRED DOCUMENTS ARE TO BE PROVIDED IN HARD COPY.**

The completed applications must include:

1. Completed building permit application.
2. Copy of the Construction Supervisor License and the Home Improvement Contractor registration or the signed Homeowner's Warning Affidavit.
3. Workers' Compensation Affidavit.
4. Debris Disposal Affidavit.
5. Copy of signed contract, including the estimated price of the installation and/or first buy-out.
6. Evidence that the roof is structurally capable of supporting the system and compliance with NFPA 1 section 11.12.3.2. This requires a separate engineer's stamped affidavit.
7. 2 sets of certified building plans.
8. Certified plot plan.
9. The permit fee.
10. A self-addressed stamped envelope for documentation return

## **Solar Inspection-Process Details**

1. The Building Department requires installations to pass a FIRE DEPARTMENT INSPECTION FIRST, final BUILDING INSPECTION SECOND and then a final ELECTRICAL INSPECTION. The installer phones the FIRE DEPARTMENT INSPECTOR and requests an inspection.
2. At the time of the inspection, the following required documents are to be on-site and available AT INSTALLED EQUIPMENT for ALL INSPECTIONS. Failure of this will result in additional fees and longer time of approval.
  - a.) ORIGINAL Permit Signature Card
  - b.) Engineer's Installation Plan
  - c.) Engineer's Final Installation Affidavit.
3. After the FIRE DEPARTMENT INSPECTION is complete, the installer schedules a BUILDING DEPARTMENT INSPECTION.
4. After the BUILDING DEPARTMENT INSPECTION is complete, the installer schedules and ELECTRICAL INSPECTION.
5. It is the Applicants responsibility to forward the listed documents in #2 to the Building Department Office after electrical final signature. CoC will not be issued until this is completed.