

# **SOLAR FACILITIES PERMIT AND 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 homes)
- All other buildings require a commercial permit.

## **ALL REQUIRED DOCUMENTATION IS TO BE PROVIDED IN HARD COPY.**

### **The completed applications must include:**

- Completed building permit application.
- Copy of the Construction Supervisor License and the Home Improvement Contractor registration or the signed Homeowner's Warning Affidavit.
- Workers' Compensation Affidavit.
- Debris Disposal Affidavit.
- Copy of signed contract, including the estimated price of the installation and/or first buy-out.
- Evidence that the roof is structurally capable of supporting the system; this requires a separate engineer's stamped affidavit.
- 2 sets of building plans.
- Certified plot plan.
- The permit fee.
- A self-addressed stamped envelope for documentation return.

## **Inspection-Process Details**

- (1) The Building Department requires installations to pass a final building inspection first and then a final electrical inspection.
- (2) The installer phones the Building Department and requests an inspection. At time of the inspection, the following required documents are to be on-site and available for the final Building Inspection. 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 building inspection is complete, the installer schedules an electrical inspection.
- (4) It is the Applicants responsibility to forward the listed documents in #2 to the Building Department Office after electrical final signature. Failure to do so will result in the Permit to be in "Open" status.
- (5) Certificate of Completion will not be issued until listed documents in #2 are returned to the Building Department.