

Haverford Township

Solar Photovoltaic Installation Permitting Checklist

In order to process your permit application in an expeditious manner you must provide all of the required information regarding your proposal.

The applicant (owner or system installer on behalf of owner) must complete the following steps:

Complete a building permit application:

- Residential: <http://www.havtwp.org/PDFs/Codes/BuildingPermitApp.pdf>
- Commercial: <http://www.havtwp.org/PDFs/Codes/BuildingPermitApp.pdf>

Assemble supporting documents for the building permit including:

- Site Plan showing location showing location of major components on the property or roof
- Structural analysis of roof from a Design Professional (required for roof-mounted systems only)

Complete an electrical permit application:

<http://www.havtwp.org/PDFs/Codes/ElectricalPermitApp.pdf>

Assemble supporting documents for electrical permit including:

- Electrical One-Line Diagram (attached to electric permit)
- Attachment and/or Mounting Details
- Solar PV Module Specification Sheet
- Inverter Specification Sheet
- Pole or Ground Mount Information (if applicable)

Assemble fees for building permit, note the following:

- These fees are listed at: <http://www.havtwp.org/PDFs/Finance/FeeSchedule.pdf>
- Fees are due upon submittal of permit application
- Accepted methods of payment include: check or money order

Assemble fees for electrical permit, note the following:

- These fees are listed at: <http://www.havtwp.org/PDFs/Finance/FeeSchedule.pdf>
- Fees are due upon submittal of permit application
- Accepted methods of payment include: check or money order

Prepare for method of delivery and submit both building and electrical applications together.

Acceptable delivery methods to submit application include:

- Mail all materials to: Codes Department, 1014 Darby Rd. Havertown, Pa. 19083
- In person at: Codes Department, 1014 Darby Rd. Havertown, Pa. 19083. Hours of operations: 8:00 am to 4:00 pm Monday through Friday

As specified in the permit applications, contractors must be registered with the Pennsylvania State Attorney General's Office for Residential and licensed with Haverford Township for Commercial. Electrical contractors must be licensed with Haverford Township.

Permit applications will be reviewed and issued within 10 days of submission.

After receiving a permit, the applicant may proceed with installation of the solar PV system. Provide your assigned inspector 24 hours' notice for inspections. All permits must be posted in a visible location.

Once the system installation is complete, please contact your assigned inspector to schedule final inspection.

If you have questions regarding permit and application forms, please contact the Codes Office at 610-446-1000.

SOLAR PV CONTRACTORS

1. Attached permit must be posted at the job site before start of any work. If not, job will be stopped and fines or penalty will be levied.
2. Please note per 2018 IBC/IRC it is the contractor's responsibility to request all inspections.
3. After the final inspection a final inspection form will be issued.

ALL INSPECTIONS ARE DONE WITHIN 24 HOURS OF REQUEST.

Please call Steve Poole for an inspection 610.446.1000 extension 2251



Haverford Township

1014 Darby Road
Havertown, PA 19083
Phone: (610) 446-1000
www.haverfordtownship.com

BUILDING PERMIT APPLICATION ADDITIONS, ALTERATIONS, REPAIRS, FENCES, SOLAR, AND ACCESSORY STRUCTURES AND DEMOLITIONS

Fee \$ _____ Date _____ 20 _____

Payment, insurance and a copy of signed contract must accompany the application.

The following specification for building renovations, with description and accompanying plan, need to be submitted for review.

Residential ☐ Commercial ☐ (Stamped Professional Design Plans Required)

Location _____

Owner _____ Address _____

Applicant Name _____ Address _____

Applicant Email _____ Phone _____

Contractor _____ Address _____

Email _____ Phone _____

Trade License No _____

Dumpster in street? ☐ Dumpster on Property? ☐ Estimated Cost \$ _____

Scope of Work _____

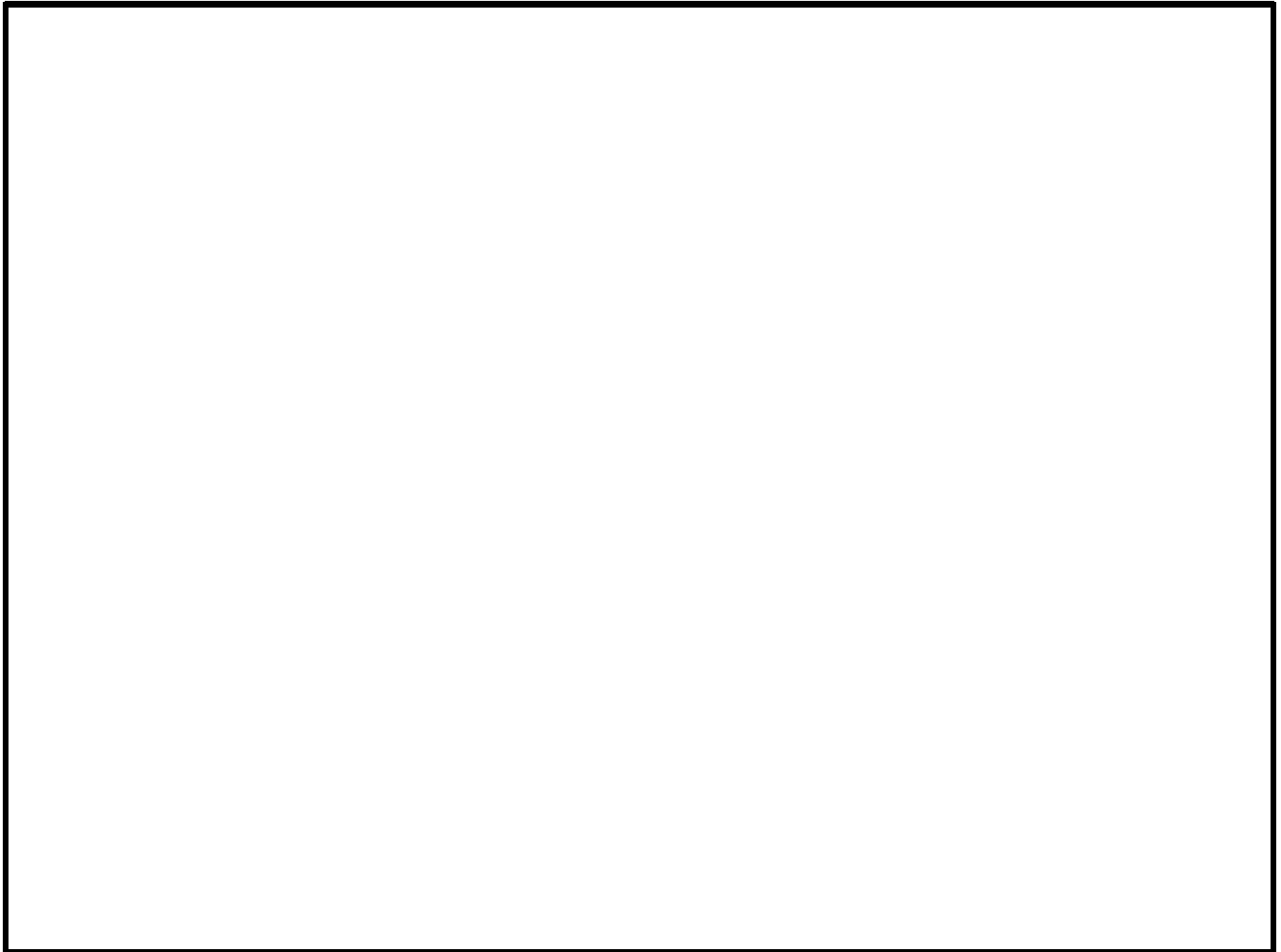
This document shall verify that the above-referenced individual(s) is/are the Property Owners of the Property and have identified the Contractor to serve as their duly authorized Agent for the submission of this Permit.

Homeowner signature _____ Contractor signature _____

ALL INSPECTIONS ARE PERFORMED WITHIN 48 HOURS OF SCHEDULING

Applicant must draw a sketch of the house and any accessory structures on the lot, existing or to be erected, and indicate the dimensions between each structure and to each property line.

REAR PROPERTY LINE



FRONT PROPERTY LINE

Corner Property? Yes ☐ No ☐

Notwithstanding the issuance of this permit or approval of plans, it is understood and agreed that all provisions of the building and zoning codes will be complied with, whether specified herein or not.

APPLICANT'S SIGNATURE _____



Haverford Township

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www.haverfordtownship.com

ELECTRICAL PERMIT APPLICATION

Fee \$ _____ Date _____ 20 _____

Payment, insurance and a copy of signed contract must accompany the application.

The following specification for electrical renovations, with description and accompanying plan, need to be submitted for review:

Commercial ☐

Residential ☐

Location _____

Owner _____ Address _____

Applicant Name _____ Address _____

Applicant Email _____ Phone _____

Electrician _____ Address _____

Email _____ Phone _____

Register No _____ Inspection Agency _____

Scope of Work _____

Estimated Cost \$ _____

This document shall verify that the above-referenced individual(s) is/are the Property Owners of the Property indicated within the Project Information Section and have identified the Contractor to serve as their duly authorized Agent for the submission of this Permit.

Homeowner signature _____

Master Electrician Signature _____