

Solar Photovoltaic Installation Permitting Checklist

In order to process your permit application in an expeditious manner you must provide *all* the required information regarding your proposal. Incomplete applications will take significantly longer to process.

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

- Complete a building permit application.
 - Assemble supporting documents for the building permit including:
 - Three copies of a Site Plan 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.
 - Assemble supporting documents for the 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:
 - Fees are \$40.00 for 1st \$1,000.00 plus \$20.00 for each additional \$1,000.00 or part thereof.
 - Fees are due upon submittal of permit application.
 - Accepted methods of payment include: cash, check or money order
- Assemble fees for electrical permit, note the following:
 - Fees are \$40.00 for 1st \$1,000.00 plus \$20.00 for each additional \$1,000.00 or part thereof.
 - Fees are due upon submittal of permit application
 - Accepted methods of payment include: cash, check or money order
- Submit both building and electrical applications together. Acceptable delivery methods to submit application include:
 - Deliver in person at: 11 Park Ave, Millbourne, PA 19082
 - Hours of operation: 8:30 am - 3:30 pm

As specified in the permit applications, contractors must be registered with the Borough of Millbourne. Electrical contractor must have a license with the Borough of Millbourne.

After receiving a permit, the applicant may proceed with installation of the solar PV system. Provide your assigned Inspector 48 hours notice of starting. All permits must be posted in a visible location as instructed.

Once the system installation is complete, please contact the Borough at 610-352-9080 to schedule an inspection appointment.

If you have questions regarding solar permit and application forms, please contact the Borough at 610-352-9080.