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.