

## **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.

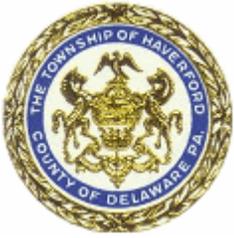
If you have questions regarding permit and application forms, please contact the Codes Office at 610-446-1000.

### **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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

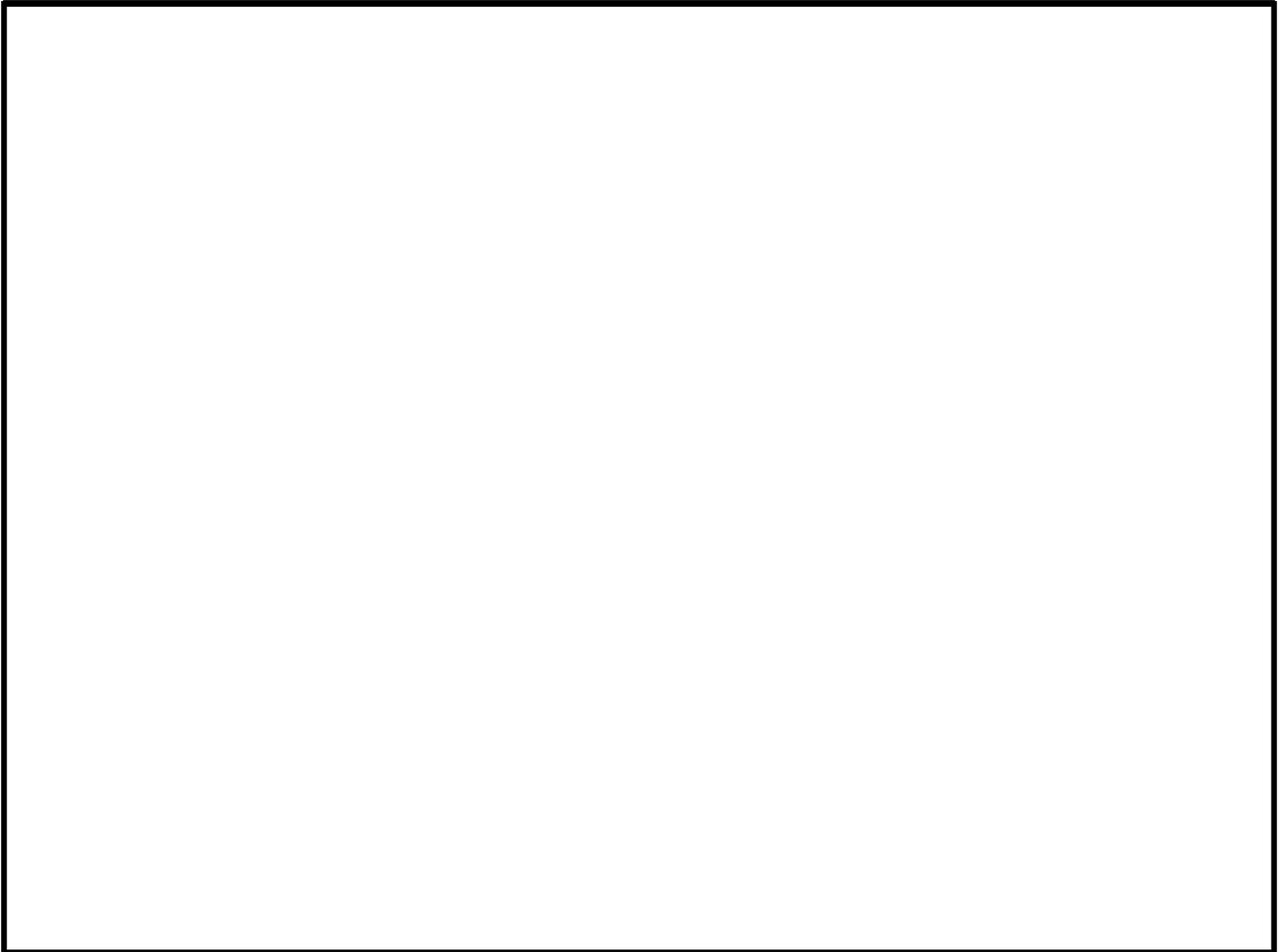
**This document shall verify that the above-referenced individual(s) is/are the Property Owners of the Property and have identified the Contractor to serve as their duly authorized Agent for the submission of this Permit.**

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**

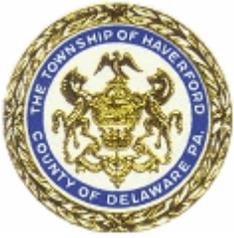


**FRONT PROPERTY LINE**

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 compiled with, whether specified herein or not.

APPLICANT'S SIGNATURE \_\_\_\_\_



## Haverford Township

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Havertown, PA 19083  
Phone: (610) 446-1000  
[www.haverfordtownship.com](http://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 \_\_\_\_\_