

## 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: [https://www.haverfordtownship.org/egov/documents/1546631025\\_20953.pdf](https://www.haverfordtownship.org/egov/documents/1546631025_20953.pdf)
- Commercial: [https://www.haverfordtownship.org/egov/documents/1546631025\\_20953.pdf](https://www.haverfordtownship.org/egov/documents/1546631025_20953.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:**

[https://www.haverfordtownship.org/egov/documents/1557924226\\_98268.pdf](https://www.haverfordtownship.org/egov/documents/1557924226_98268.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:  
[https://www.haverfordtownship.org/egov/documents/1552487030\\_08243.pdf](https://www.haverfordtownship.org/egov/documents/1552487030_08243.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:  
[https://www.haverfordtownship.org/egov/documents/1552487030\\_08243.pdf](https://www.haverfordtownship.org/egov/documents/1552487030_08243.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.