

## Solar Photovoltaic Residential Installation Permitting Checklist City of Chester, PA

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 and electrical permit application (available at: [http://www.chestercity.com/wp-content/uploads/2015/06/construction\\_permit\\_01.pdf](http://www.chestercity.com/wp-content/uploads/2015/06/construction_permit_01.pdf)).
- Assemble supporting documents for the building permit including:
  - Site Plan showing location of major components on the property or roof. This is only required for a ground mounted system. Installers are welcome to submit site plans for roof mounted systems as well.
  - “Wet Stamped” structural analysis of roof (required for roof-mounted systems only)
  - Electrical One-Line Diagram (attached to electric permit)
  - Attachment and/or Mounting Details
  - Solar PV Module Specification Sheet
  - Inverter Specification Sheet
  - Inverter Instruction manual
  - Pole or Ground Mount Information (if applicable)
- Assemble fees for building/ Electrical permit, note the following:
  - A combined permit fee of \$379.00 (Company check or Money order) is due at time of application
- Prepare for method of delivery and submit application. Acceptable delivery methods to submit application include:
  - Mail all materials to ( 1 East 4<sup>th</sup> Street, Chester PA – 19013; ATTN L&I)
  - In person at (1 East 4<sup>th</sup> Street, Chester PA ) – 9:00 Am to 3:00 pm M-F

As specified in the permit application, contractors must be registered with the Pennsylvania State Attorney General’s Office. Electrical contractor must have a license with the City of Chester.

After receiving a permit, the applicant may proceed with installation of the solar PV system. All permits must be posted in a visible location as instructed.

For inspections or additional information , please feel free to contact us at (L&I @ (610) 447-7751