

SOLAR FACILITIES PERMIT AND INSPECTION PROCESS GUIDELINES

Permit-Process Details

The Applicant completes the building permit application describing the location and the system to be installed.

The permit applications may be picked up at the Town Office or downloaded from the Town's website or the following State of Massachusetts website:

<https://www.mass.gov/service-details/building-permit-application-forms>

- Residential applications (one or two-family homes)
- All other buildings require a commercial permit.

ALL REQUIRED DOCUMENTATION IS TO BE PROVIDED IN HARD COPY.

The completed applications must include:

- Completed building permit application.
- Copy of the Construction Supervisor License and the Home Improvement Contractor registration or the signed Homeowner's Warning Affidavit.
- Workers' Compensation Affidavit.
- Debris Disposal Affidavit.
- Copy of signed contract, including the estimated price of the installation and/or first buy-out.
- Evidence that the roof is structurally capable of supporting the system; this requires a separate engineer's stamped affidavit.
- 2 sets of building plans.
- Certified plot plan if the permit is for a ground-mounted system, meeting with all required Zoning Bylaws and Set-Backs.
- The permit fee.
- A self-addressed stamped envelope for documentation return.

Inspection-Process Details

1. The Building Department requires installations to pass a final building inspection first and then an final electrical inspection.
2. When the solar installation is complete, the installer submits an Engineer's Final Affidavit certifying that the work was completed as specified.
3. The installer phones the Building Department and requests an inspection. At time of inspection, the ORIGINAL Permit Signature Card and Engineers Installation Plan are to be on site and available. Failure of this will result in additional fees and longer time of approval.
4. After the building inspection is complete, the installer schedules an electrical inspection.
5. It is the Applicants responsibility to forward the signed ORIGINAL Permit Signature Card to the Building Department Office after electrical final signature. Failure to do so will result in the Permit to be in "Open" status.