

Solar Photovoltaic Installation Permitting Checklist

Upper Merion Township, 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 be returned.

Contractors must be registered with the Pennsylvania State Attorney General's Office. Electrical contractor must register with Upper Merion Township. <http://www.umtownship.org/index.aspx?nid=263>

The applicant (owner or system installer on behalf of owner) must complete the following steps:

- Complete a building permit application (available at: <http://www.umtownship.org/DocumentCenter/Home/View/56>)
CHECK BOTH ✓ BUILDING AND ✓ ELECTRIC AT THE TOP OF THE PERMIT APPLICATION.
NOTE ESTIMATED JOB COST for permit fee calculation.
- Assemble supporting documents for the permit including: 2 copies of each (1 paper copy and 1 electronic copy preferred-CD or flash drive with all plans as 1 pdf)
 - Site Plan showing location of major components on the property or on the roof
 - 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
 - Pole or Ground Mount Information (if applicable)
- Assemble fees for permit, note the following:
 - These fees are listed at <http://www.umtownship.org/index.aspx?nid=270>
 - Fees are due upon submittal of permit application.
 - Accepted methods of payment include: Checks payable to "Upper Merion Township " or cash
- Submit application:
 - Mail all materials to: Upper Merion Township
Permits Office
175 W. Valley Forge Rd.
King of Prussia, PA 19406
 - Or drop-off at address above: Mon.- Fri., 8:15 am – 5:00 pm, Lower Level

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.

All permits require a 3rd-party electrical inspection prior to final inspection (a list of inspection agencies is available on the back of the permit or on our website, <http://www.umtownship.org/index.aspx?NID=265>). Once the system installation is complete, schedule a building inspection with the inspector noted on the business card attached to the issued permit:

- Residential: Brian Sakal bsakal@umtownship.org, (610)205-8509
- Commercial: Mark Zadroga mzadroga@umtownship.org (610)205-8511

If you have any questions, please contact the Permits Office at (610)205-8507