Solar Photovoltaic Installation Permitting Checklist

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:

☐ For roof mounted systems only, building permit application:
  ☐ Assemble supporting documents for the building permit including:
    ☐ Site Plan showing location of major components on the property or roof
    ☐ Structural analysis of roof from a Design Professional (required for roof-mounted systems only)

☐ For all systems, complete an electrical permit application:
  ☐ Assemble supporting documents for the 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)

☐ For ground mounted systems only, complete a zoning permit application and attach a site plan.

☐ For roof mounted systems only, assemble fees for building permit, note the following:
  ☐ These fees are listed on the website.
  ☐ Fees are due upon approval of permit application.
  ☐ Accepted methods of payment include: cash, check or money order

☐ For all systems, assemble fees for electrical permit, note the following:
  ☐ These fees are listed on the website.
  ☐ Fees are due upon approval of permit application
  ☐ Accepted methods of payment include: cash, check or money order

☐ For ground mounted systems only, assemble fees for zoning permit, note the following:
  ☐ Fee is set via the Borough’s Fee Schedule

☐ Prepare for method of delivery and submit both building and electrical applications together. Acceptable delivery methods to submit application include:
  ☐ Deliver in person or mail all materials to:
    Attn: Zoning Officer
    Borough of Kennett Square
    120 Marshall Street
    Kennett Square, PA 19348
  ☐ Hours of operation: 8:30am - 4:30pm

120 Marshall Street • Kennett Square, Pennsylvania 19348 • 610/444-6020
As specified in the permit applications, all contractors must be registered with the Borough of Kennett Square. Electrical contractors must be licensed with the Commonwealth of Pennsylvania.

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.

Once the system installation is complete, please contact call the Borough Codes Department at 610-444-6020 x.103 to schedule an inspection appointment.

If you have questions regarding solar permit and application forms, please contact the Borough Codes Department at 610-444-6020 x. 103.