



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

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.