

## Solar Photovoltaic Installation Permitting Checklist Lower 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 take significantly longer to process.

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

- Complete a building permit application:
  - Residential: <http://www.lowermerion.org/home/showdocument?id=222>
  - Commercial: <http://www.lowermerion.org/home/showdocument?id=218>
- 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)
- Complete an electrical permit application (available at: <http://www.lowermerion.org/home/showdocument?id=226>)
- 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)
- Assemble fees for building permit, note the following:
  - o These fees are listed at <http://www.lowermerion.org/home/showdocument?id=13278>
  - o Fees are due upon submittal of permit application.
  - o Accepted methods of payment include: cash, check or money order
- Assemble fees for electrical permit, note the following:
  - o These fees are listed at <http://www.lowermerion.org/home/showdocument?id=13278>
  - o Fees are due upon submittal of permit application
  - o Accepted methods of payment include: cash, check or money order
- Prepare for method of delivery and submit both building and electrical applications together. Acceptable delivery methods to submit application include:
  - o Mail all materials to: Building Regulations Department, 75 E. Lancaster Ave., Ardmore, PA 19003
  - o In person at: the Building Regulations Department, 75 E. Lancaster Ave., Ardmore, PA 19003. Hours of operation: 8:15 am to 4:30 pm Monday through Friday

As specified in the permit applications, contractors must be registered with the Pennsylvania State Attorney General's Office. Electrical contractor must have a license with Lower Merion Township.

After receiving a permit, the applicant may proceed with installation of the solar PV system. Provide your assigned Inspector 48 hours notice of starting. All permits must be posted in a visible location as instructed.

Once the system installation is complete, please contact Dennis Sharpless, (610) 645-6175 or [DSharpless@LowerMerion.org](mailto:DSharpless@LowerMerion.org) to schedule an inspection.

If you have questions regarding Building permit and application forms, please contact the [Building Regulations Division](#) at 610-645-6200.