



## Solar Photovoltaic (PV) Permit Application

New Application ☐

Revised Application ☐

---

### SECTION 1 – General Info

---

Project Address

(     )     -

---

Property Owner's Name

Phone Number

E-mail Address

---

Parcel Tax Key #(s)

---

Property Owner's Mailing Address (if different from Project Address)

---

### SECTION 2 – Project Details

#### Building Type/Existing use

Single Family ☐

Duplex ☐

Multi-Family ☐

Commercial/Industrial ☐

New Construction ☐

Other: \_\_\_\_\_

**Includes Battery Energy Storage System (BESS):** Yes ☐ No ☐

Total BESS Capacity Rating: \_\_\_\_\_ kWh

BESS Power Rating: \_\_\_\_\_ kW AC ☐ or DC ☐

#### New or Existing PV System

New System ☐

Additional System ☐

System Replacement ☐

#### PV System Type

Roof mount ☐

Ground mount ☐

Building Integrated / Other ☐

#### Inverter Configuration

String Inverter ☐

String Inverter w/ DC Converters ☐

Microinverters or AC Modules ☐

#### Total PV System Size

kW DC

#### Total Sq. Ft of PV System

Sq Ft

#### Project Valuation

\$

---

Project Description:

**SECTION 3 – Contractor Information**

Contractor Business Name	Contractor License Number
--------------------------	---------------------------

Business Address	(     )     -
------------------	---------------

Contractor Contact Name	Phone Number	E-mail
-------------------------	--------------	--------

Electrician/Subcontractor Business Name	Electrician/Subcontractor License Number
---	--

Business Address	(     )     -
------------------	---------------

Electrician/Subcontractor Contact Name	Phone Number	E-mail
--	--------------	--------

---

**SECTION 4 – Permit Fee**

Solar PV Permit fees are established in Section 11.10 Fee Schedule as referenced in the Town’s Code of Ordinances. Fees shall be submitted to the Town Clerk at the same time as the submittal of the completed and signed application form.

---

**SECTION 5 – Important Notice**

A permit must be obtained for all installations or alterations of electrical equipment BEFORE WORK STARTS. Refer to Solar Permitting Checklist for additional documents required. Failure to provide all required documents, including **(1) Site Plan, (2) Electrical Diagram, and (3) Specification Sheets and Installation Manuals** will delay permit approval. All permits expire six (6) months after date of issuance. Failure to start the work authorized by a permit within this six-month period renders the permit invalid and a new permit must be obtained. Once work begins, noticeable progress must continue until completion. All work must be complete within eighteen (18) months of a permit issue date.

**Please Submit the following additional documents with the Solar PV Permit Application**

- ☐ Site Plan
- ☐ Electrical Diagram
- ☐ Specification Sheets and Installation Manuals

**Submit Permit Application**

Two (2) printed copies and one digital (.pdf) copy of the application form and all required materials shall be delivered to the Town Clerk along with fee payment.

---

**SECTION 6 – Applicant Signature**

I, the undersigned, certify that I have proper authority to apply for this permit, that the Contractor has obtained a signed contract from the Property Owner for the specified work, that all contractors have consented to being listed, and that all the information contained on this application is true and accurate to the best of my knowledge.

---

Name	Title
------	-------

---

Signature	Date
-----------	------

---

**For Office Use Only**

Application Number: \_\_\_\_\_

Initial Application Date: \_\_\_\_\_

Fee Payment Amount: \_\_\_\_\_

Fee Payment Date/Check #/Receipt #: \_\_\_\_\_

Date of Complete Application Submittal: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Issued By: \_\_\_\_\_

List of Conditions of Approval:

Signature of Issuer: \_\_\_\_\_

---

Signature of Fire Chief: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_