Solar Photovoltaic Installation Permitting Checklist
Edgmont 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 (available on Solar Permit information page of website)
  ➢ Complete page 3 – General Information
  ➢ Complete page 5 – Solar PV Permit Application
  ➢ Complete page 11 – Fees. Please note that the property owner must sign the application

☐ Assemble the following supporting documents:
  ☐ Site Plan showing location of major components on the property or roof
  ☐ Sealed structural analysis of roof (required for roof-mounted systems only)
  ☐ Electrical Single-Line Diagram
  ☐ 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 in the General Fee Schedule (available on Solar Permit information page of website)
  o The fees are due at the time of permit application submittal except for the electrical fees, which are due before the permit is released.
  o The permit fees must be paid in check or cash. No credit cards are accepted.

☐ Prepare for method of delivery and submit application. Please submit one copy of the permit application and two copies of all supporting documents. Acceptable delivery methods to submit application include:
  o Mail all materials to Edgmont Township, PO Box 267, Gradyville, PA 19039. The physical address for UPS/FedEx is 1000 Gradyville Rd, Newtown Square, PA 19073.
  o In person at the Township building – 1000 Gradyville Rd, Gradyville, PA – Monday through Friday, 8:30 AM to 4:30 PM.

As specified in the permit applications, contractors working on existing residential structures must be registered with the Pennsylvania State Attorney General’s Office. Contractors working on new residential structures or commercial buildings shall be registered with the Township.

After receiving a permit, the applicant may proceed with installation of the solar PV system. The permit placard must be posted in a visible location as instructed.

Once the system installation is complete, please contact United Inspections Inc. at 610-399-5094 to schedule an electrical inspection. Please contact the Township Building Department at 610-459-1662 to schedule a building inspection.

If you have any questions, please call the Building Department at 610-459-1662.