



Solar Photovoltaic Installation Permitting Checklist Cheltenham 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 and/or will be returned as Denied.

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

- Complete a building permit application (available at: www.cheltenhamtownship.org under the document center in the left column, in the Planning and Zoning folder.
- Assemble supporting documents for the building permit designed under the 2015 IBRC including:
 - Site Plan showing location of major components on the property or roof
 - "Wet Stamped" structural analysis of roof (required for roof-mounted systems only)
 - PECO acknowledgement and confirmation letter regarding the installation
- Complete an electrical permit application (available at: www.cheltenhamtownship.org under the document center in the left column, in the Planning and Zoning folder.
- 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:
 - These fees are calculated based on 3% of the total cost of materials and labor plus a one-time fee of \$19.50. (See building permit application for fee schedule)
 - Fees are due by: Either at drop off of building permit application or pick up of building permit. Please note that all permit applications for all improvements must be dropped off/mailed at the same time.
 - Accepted methods of payment include: Cash, Check or credit card (\$3 surcharge)
- Prepare for method of delivery and submit application. Acceptable delivery methods to submit application include:
 - In person at 8230 Old York Road, 2nd Flr, Building and Zoning, Elkins Park, PA 19027 – 8a.m to 4:30p.m M –Thur., and Friday 8a.m to 2:30p.m. **(Due to pandemic restrictions, will need to utilize drop box outside the Admin building, UPS, FEDEX or USPS mail. Email submissions are not acceptable).**

As specified in the permit applications, contractors must be registered with the Pennsylvania State Attorney General's Office. All contractors must register with Cheltenham Township on an annual basis, and must obtain a BP License from the Tax Office, if domiciling in the Township for more than 15 days.

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 the Township per the instructions on the permit, to schedule an inspection.

Questions? Please contact the Building Inspector at 215-887-1000 ext. 222.