Licensing and Inspections
Solar Photovoltaic Installation Permitting Checklist
Pottstown Borough, 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:


☐ Assemble supporting documents for the zoning permit 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)
    ☐ A building permit is required if structural analysis demonstrates need for structural improvement.
    ☐ Building permit fees are listed at: http://www.pottstown.org/DocumentCenter/View/114


☐ 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
  ☐ Inverter Instruction manual
  ☐ Pole or Ground Mount Information (if applicable)

☐ Fees for zoning permit, note the following:
  o These fees are listed at http://www.pottstown.org/DocumentCenter/View/114
  o Fees are paid upon approval:
    o Accepted methods of payment include: cash, checks and credit card.

☐ Fees for electrical permit, note the following:
  o These fees are listed at http://www.pottstown.org/DocumentCenter/View/114
  o Fees are paid upon approval:
    o Accepted methods of payment include: cash, checks and credit card.

☐ Prepare for method of delivery and submit application. Acceptable delivery methods to submit application include:
  o Mail all materials to (100 East High St. Pottstown, PA 19464)
  o In person at (100 East High St. Pottstown, PA 19464) – 7:30 AM to 4 PM
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 Pottstown Borough.

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 Licensing and Inspections Department at 610-970-6520) to schedule an inspection.

If you have any questions, please contact Licensing and Inspections at (610) 970-6520.