



Borough of Pottstown

Borough Hall, 100 East High Street
Pottstown, Pennsylvania 19464-9525

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:

- Complete a zoning permit application (available at: <http://www.pottstown.org/documentcenter/view/1021>).
- 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>
- Complete an electrical permit application (available at: <http://www.pottstown.org/DocumentCenter/View/714>)
- 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:
 - These fees are listed at <http://www.pottstown.org/DocumentCenter/View/114>
 - Fees are paid upon approval:
 - Accepted methods of payment include: cash, checks and credit card.
- Fees for electrical permit, note the following:
 - These fees are listed at <http://www.pottstown.org/DocumentCenter/View/114>
 - Fees are paid upon approval:
 - 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:
 - Mail all materials to (100 East High St. Pottstown, PA 19464)
 - 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.