

Solar Photovoltaic Installation Permitting Checklist

Municipality of Norristown, 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 at Norristown Building & Code Dept. Section of website)

- 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 permit, note the following:
 - Fee Schedules are attached with the Building Permit App and listed on website.
 - The fees are due before permit is released.
 - Accepted methods of payment include: Cash, Credit Cards, and Checks.

- Submit Permit Application:
 - Mail:
 - Municipality of Norristown
 - Dept. of Buildings & Code Enforcement
 - 235 East Airy St
 - Norristown, PA 19401

 - In-Person Hours: Monday thru Friday 8:30A to 4:30P

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 Municipality.

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 has begun, please contact the Norristown Buildings & Codes Dept. at 610-270-0441 to schedule the necessary progress and final inspection as required under your permit.

If you have any questions, please call the Building & Codes Department at 610-270-0441.