

**CUSTOMER ASSISTANCE GUIDE  
PERMIT APPLICATION SUBMITTAL REQUIREMENTS**

**SOLAR ARRAYS**

- Please read all of the following information.
- The following is a check list. You must have a “checkmark” in all the sections listed below prior to submitting your application.

\_\_\_\_\_ “Affidavit of Exemption” (See attached form) If you are hiring a contractor to construct your structure, and they have workers’ compensation, have the contractor or their insurance carrier provide us with a “Certificate of Insurance” showing proof of such. If the homeowner or a contractor without workers’ compensation is constructing the structure, the attached form must be completed and notarized.

\_\_\_\_\_ 2 (two) complete sets of drawings that show the design and construction including all material and system components.

\_\_\_\_\_ Site plan showing location of major components on the property: This drawing need not be exactly to scale, but it should represent relative location of components and structures at site.

\_\_\_\_\_ Electrical worksheets showing PV array configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, and utility interconnection detail. Include a three line diagram. Wiring shall be in compliance with the National Electrical Code, specifically Articles 690 and 705.

\_\_\_\_\_ Specification sheets and installation manuals (if available) for all major PV system components such as, PV modules, dc-to-dc converters, inverters, and mounting systems.

\_\_\_\_\_ Where a solar array is installed on an existing structure, provide an engineering report from a Pennsylvania registered design professional verifying that the structure will safely support the additional load in compliance with International Residential Code Section R301.1. Provide an attachment detail.

\_\_\_\_\_ Workers compensation insurance certificate or an affidavit of exemption.

\_\_\_\_\_ Completed permit application.

MDIA will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be marked “approved”. A permit will be issued and the applicant will be notified of the inspection fees and when they can pick-up the permit at the Municipal Building. All fees shall be paid prior to the issuance of the permit. Then use the inspection procedures provided to have all of the required inspections performed.

## **INSPECTION PROCEDURES SOLAR ARRAYS**

- Building permit must be posted on the site of the work and clearly visible from the road until completion of the project.
- Your approved plans must be available at all times for inspections. These are the plans that were submitted with your application and were marked "Approved" by the Building Code Official.
- The permit applicant or authorized agent is responsible for scheduling all inspections.
- **DO NOT schedule an inspection if the work is not ready!!!!**
- When scheduling an inspection, you must supply your permit number to the inspector.

**PLEASE GIVE THREE (3) WORKING DAYS ADVANCE NOTICE**

**FOOTING INSPECTION WILL BE GIVEN PRIORITY**

**MIDDLE DEPARTMENT INSPECTION AGENCY, INC.**

### **Free standing arrays:**

1. Footing inspection – hole must be dug for support posts. The inspection must be approved prior to placing of concrete.

**Inspector, Chris House**

**Phone, 1-800-922-6342**

2. Electrical inspection

- Trench inspection prior to backfill (if applicable)

- Final electrical inspection

**Inspector, Demeco Poindexter**

**Phone, 1-800-608-6342**

3. Final inspection – when job is completely finished and after all other required inspections have been done and approved.

**Inspector, Chris House**

**Phone, 1-800-922-6342**

### **Structure mounted arrays:**

1. Attachment inspection

**Inspector, Chris House**

**Phone, 1-800-922-6342**

2. Electrical inspection

**Inspector, Demeco Poindexter**

**Phone, 1-800-608-6342**

3. Final inspection – (may be combined with #1) when job is completely finished and after all other required inspections have been done and approved.

**Inspector, Chris House**

**Phone, 1-800-922-6342**

**BEFORE DIGGING CALL 811 – SEE ATTACHED BROCHURE**

**THIS FORM REQUIRES A NOTARY SEAL**

**AFFIDAVIT OF EXEMPTION**

The undersigned affirm that he/she is not required to provide workers compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

\_\_\_\_\_ Property owner performing own work. If property owner does hire contractor to perform any work pursuant to building permit, contractor must provide proof of workers' compensation insurance to the municipality. Homeowner assumes liability for contractor compliance with this requirement.

\_\_\_\_\_ Contractor has no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the municipality.

\_\_\_\_\_ Religious exemption under the Workers' Compensation Law. All employees of contractor are exempt from workers' compensation insurance (attach copies of religious exemption letter for all employees).

\_\_\_\_\_  
Signature of Applicant

County of \_\_\_\_\_

Municipality of \_\_\_\_\_

Subscribed, sworn to and  
acknowledged before me by the above  
\_\_\_\_\_ this \_\_\_\_\_ Day  
of \_\_\_\_\_  
20 \_\_\_\_\_.

**SEAL**

\_\_\_\_\_  
**Notary Public**