



UPPER DARBY TOWNSHIP

DEPARTMENT OF LICENSES & INSPECTIONS

100 Garrett Road. Upper Darby, PA 19082 Phone: (610)734-7613

Solar Photovoltaic (PV) System Permitting Checklist

The pre-submittal checklist below contains the minimum information and project plan details required to be submitted to Upper Darby Township when applying for a permit to install commercial/non-residential solar photovoltaic (PV) system. The intent of using the checklist is to provide transparent and well-defined information to minimize the number of required revisions, improve permit application quality, and accelerate the application and review process.

Codes and Design Criteria

Upper Darby Township has adopted the following codes: Uniform Construction Code & 2015 ICC Family of Codes with Amendments. The following link to the PA Labor & Industry website will give more information on the UCC: <https://www.dli.pa.gov/ucc/Pages/default.aspx>. 2017 NFPA National Electrical Code.

Required Permits

A permit must be obtained prior to the start of any work. Complete the following permit application form(s) and submit any additional required documents.

Residential Solar PV System:

- Electrical Permit Application
- Building Permit Application

Commercial/non-residential Solar PV System

- Electrical Permit Application
- Building Permit Application

Additional Required Documents

- Contractor's License
- Cert of Insurance
- Site Plan
 - Site plan should show the location of major components on the property. The site plan drawing need not be exactly to scale, but it should represent relative location of components at site (see supplied example site plan).
- Electrical Diagram
 - Electrical diagram/worksheets should show PV system configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, and AC connection to the building.
- Specification sheets and installation manuals (if available)
 - Provide spec sheets and manuals for all manufactured components including, but not limited to, PV modules, inverter(s), combiner box, disconnects, and mounting system
- 3 copies of construction documents

Contractor Requirements

Contractors must have an up to date registration with Upper Darby Township. New contractors (excluding home improvement contractors) must complete a [Contractor's License Application](#) and submit the following documents:

- A current Master License from Philadelphia or Lower Merion
OR
- ICC Test results from PA, NJ, MD or VA
- Copy of their insurance with Upper Darby as the Certificate Holder
- Contractor's License form the PA Attorney General's Office
- Pricing
 - Residential Company Registration | \$0.00 but provide State License #
 - Commercial Company Registration | \$100.00
 - Master Electrician| \$50.00
 - Apprentice or Journeyman | \$15.00

Permit Fees

- Residential
 - Electric | \$25.00 for the first \$1,000.00 then \$3.00 each \$1,000.00 or fraction of.
 - Building | \$40.00 application fee & \$40.00 U&O | \$20.00 per K or fraction of.
 - Example: Job cost = \$2,000.00 Electrical & \$8,000.00 = Total \$10,000.00
 - Total Permit Price = $(\$25.00 + \$3.00) + (\$40.00 + \$40.00 + \$160.00) = \268.00
Electrical Permit Building Permit Total Cost
- Commercial/non-residential Solar PV System
 - Electric | \$25.00 for the first \$1,000.00 then \$3.00 each \$1,000.00 or fraction of.
 - Building | \$50.00 application fee & \$70.00 U&O | \$50.00 per K up to 100K, then \$30.00 per k or fraction of.
 - Example : Job cost = \$2,000.00 Electrical & \$8,000.00 = Total \$10,000.00
 - Total Permit Price = $(\$25.00 + \$3.00) + (\$50.00 + \$70.00 + \$400.00) = \548.00
Electrical Permit Building Permit Total Cost

Complete fee information can be found in Article III Section 290-3 of the Upper Darby Township Code of Ordinances or by following the link: <https://ecode360.com/33166008>

Submit Permit Application

Building and electrical permits can be submitted by in-person drop off, mail or email. Fees can be paid [online](#), by check or money order.

Review Process Timeline

The Department of Licenses and Inspections is committed to providing a timely review of solar PV permit applications. Best efforts are made to review completed residential solar permit applications within 15 days and commercial/non-residential solar permit applications within 30 days. These turnaround times are typical, not guaranteed. Upper Darby Township has a staff of dedicated individuals, but workloads, vacations, and sick leave can cause unforeseen delays that may impact turnaround time.

Certain circumstances can prolong the permit turnaround time including:

- Applicant does not submit all required information
- Contractor applying for permit is not a licensed contractor
- Equipment is not listed

Permit Status

To check your permit status please email jchast@upperdarby.org. A response will be sent within 24-48 hours.

Permit Expiration

All permits expire six (6) months after date of issue. Failure to start the work authorized by a permit within this six-month period renders the permit invalid and a new permit must be obtained. Once work begins, noticeable progress must continue until completion.

Scheduling an Inspection and the Inspection Process

To schedule a building inspection, please contact Lance Bingham at 610-734-7613 or by emailing lbingham@upperdarby.org. Typically, inspections are completed by appointment.

A residential/commercial solar PV system requires 2 inspections:

- Building Inspection (performed by Upper Darby Township)
- Electrical Inspection (performed by third party)

Inspection

- The township's inspector will check the solar panels to ensure that they were installed as approved by the township.
- The township's inspector will check for the approved electrical inspection. Reminder: this inspection must be completed by a third party, who must be hired by the applicant.

Contact Information

If you have any questions, please contact us at:

- Office Email: li@upperdarby.org
- Office Phone Number: (610) 734-7613

Address: 100 Garrett Rd Upper Darby, PA 19082

Hours of Operation

Office: 9:00AM to 4:30PM