Standard Solar Permitting Process

Purpose
This process overview outlines the steps to follow to receive building and electrical permits for a solar installation from the City of Philadelphia’s Department of Licenses & Inspection (L&I). Contact information is also provided for questions.

Permit Processes
There are two tracks that the permit process could follow: **standard permit process** as outlined below, or an **expedited process** (only an electrical permit is needed if project meets certain requirements).

### PROJECT REQUIREMENT CHECKLIST FOR STANDARD SOLAR PERMITTING

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<tr>
<th>Conditions</th>
<th>Electrical Requirements</th>
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<tbody>
<tr>
<td>☐ Installation must fully comply with the requirements of the 2015 IRC, 2018 IBC, and the 2017 NEC (2014 NEC for one- and two-family dwellings and multiple single-family dwellings not more than three stories above grade plane in height).</td>
<td>☐ PV System Components, such as Modules, Strings, Arrays, Combiners, and Inverters must be listed for Solar PV application per NEC 690.4(D).</td>
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<td>☐ An Interconnection Application/Agreement has been submitted to PECO for their approval.</td>
<td>☐ All PV System components shall be properly grounded and bonded.</td>
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<td>☐ Installation shall not commence until Contractor has obtained approval from PECO.</td>
<td>☐ An AC disconnect switch as required by PECO shall be located on the exterior of the building.</td>
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<td>☐ Installation shall be in accordance with the manufacturer’s instructions.</td>
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### Installation Limitations and Requirements

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<td>☐ Ballasted systems can be used for mounting PV Modules to flat roofs.</td>
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### STANDARD SOLAR PERMIT PROCESS (ELECTRICAL & BUILDING PERMITS)

Tip: Apply for building and electrical permits simultaneously.

- Contractor submits building permit documentation to L&I (see other side of this sheet for details).
- Contractor pays permit fee. **Building permit fees** are $200 per building for solar collection panels and related support structure.
- Contractor receives building permit.
- Contractor submits electrical permit documentation to L&I (see other side of this sheet for details).
- Contractor pays permit fee. **Electrical permit fees** are $25 per $1,000 of project labor and equipment costs. Array and inverter costs are not included in the fee calculation.
- Contractor receives electrical permit.
- Installation can commence AFTER receiving all permits required by L&I and PECO interconnection approval.

- Building Permit Processing Time:
  - One- and two-family dwellings – 15 business days
  - All other properties – 20 business days
- Electrical Permit Processing Time:
  - 20 business days

Additional fee information:
ELECTRICAL PERMIT APPLICATION SUBMISSION CHECKLIST

- Complete electrical permit application with tax clearance form and a current, valid certificate of insurance.
  - Electrical permit application and requirements are available at: https://business.phila.gov/electrical-permit/.
  - Only Registered Electrical Contractors may obtain an electrical permit with the City of Philadelphia: https://business.phila.gov/electrical-contractor-license/.
  - Contractors who perform at least $5,000 worth of home improvements per year must also register with the Pennsylvania Attorney General’s Office: www.attorneygeneral.gov/Registrations/Home_Improvement_Contractor_Registration/.

- Include a copy of the Interconnection Application/Agreement that has been submitted to PECO and signed by the applicant.

- Include three (3) sets of the following information:
  - Black & white single line diagrams of the installation including panel board and disconnect switch labeling details (must be on minimum size 11” x 17” paper). Pages larger than 8.5” x 11” will be charged a $4/page scanning fee; only plan documents including single line diagrams require minimum size 11” x 17” paper.
  - Equipment manufacturer specification sheets for all equipment.

BUILDING PERMIT APPLICATION SUBMISSION CHECKLIST

- Complete building permit application with tax clearance form and a current, valid certificate of insurance.
  - Building permit requirements vary with application type, and are available on the Department of L&I’s website: https://business.phila.gov/licenses-and-inspections-building-permits/.

- All work must be performed by a licensed Philadelphia Contractor, with exceptions listed at the building permit website above.

- Include three (3) sets of construction plans:
  - Plans must be signed/sealed by a PA registered design professional when cost of work exceeds $25,000. Structural plans must be signed/sealed by a professional engineer licensed by the Commonwealth of Pennsylvania.
  - Plans must be of professional quality and drawn to scale (e.g. 1/4” = 1’ – 0”).
  - Only plan documents require 11” x 17” sheet size. All other pages in the building permit application can be 8.5” x 11”.
  - See specific application type web pages on the building permit website for information that must be included on the plans.

SUBMITTING PERMIT APPLICATIONS

- Permit applications must be submitted to the Department of L&I’s Permit Services Unit in the Concourse of the Municipal Services Building, 1401 J.F.K. Boulevard.
- Contractors may submit up to three (3) applications at a time. If a contractor has more than 3 applications to submit, contractor must go to the end of the line after each set of 3 applications has been submitted.

ZONING PERMIT INFORMATION

- Roof-mounted, ground-mounted and freestanding solar PV systems are permitted accessory structures in all zoning districts. Ground-mounted and freestanding installations are subject to certain requirements.

FOR MORE INFORMATION

- Click on the adjacent icons to access the Guidebook for Solar PV Projects in Philadelphia and the Department of L&I Permit Standard for Expedited Solar PV System Installations.
- Department of Licenses and Inspection website: www.phila.gov/li