

# Town of Harvard

## Solar Building Permit Application

Application Date \_\_\_\_\_

Permit No. \_\_\_\_\_

Note: The Building Department is open on Monday mornings from 8:30am to 11:00am.  
The Building Commissioner is available during these hours to answer any questions.  
Building Permit Applications may be dropped off at the Selectmen's Office any time Monday through Thursdays between 8:30am and 4:00pm.

To avoid delays in processing your application, please submit all required information together.  
Fill out the application form completely and legibly. Incomplete application packages cannot be processed.

Please allow 7 to 14 working days to process the completed application.

Owner \_\_\_\_\_

Builder \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Town/State \_\_\_\_\_

Town/State \_\_\_\_\_

Phone No. \_\_\_\_\_

Phone No. \_\_\_\_\_

Const. Super. Lic. No. \_\_\_\_\_

Home Improvement Reg. No. \_\_\_\_\_

Jobsite House No. \_\_\_\_\_ Street \_\_\_\_\_

Total Estimated Cost of the project \_\_\_\_\_

Scope of work: (Select all the categories that best fit the installation to be performed)

\_\_\_ Roof Top Installation

\_\_\_ Ground Mounted Installation

\_\_\_ Direct attachment to roof

\_\_\_ Pedestal mounting system

\_\_\_ Ballast mounting system

\_\_\_ Ballast mounting system

\_\_\_ Other (Describe below)

\_\_\_ Concrete pier mounting system

\_\_\_ Other (Describe below)

# Required Documentation

The following documentation will be required on all Solar building Permit Application Submittals:

Contractor Information : Submit a valid copy of the following:

- Construction Supervisor's License
- Home Improvement Registration (Residential projects only)
- Workers Compensation Certificate (Made out to the Town of Harvard)

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Project Information: Submit the following documents:

- PV system drawings (Roof Top Systems);

Panel layout plan

Electrical schematic plan. (Note: all systems must have a disconnect at the panels)

Panel connection details between panels and to supporting structure

Panel connection details to roof.

Ballast plans and specifications, if this system is used.

Note: All drawings must be wet stamped and signed by a MA. Licensed Structural Engineer.

A MA. Licensed Structural engineer must evaluate the existing roof structure, and submit a letter which certifies that the roof structure, with the PV panels installed is capable of supporting the snow loads required for this Zone as defined in 780 CMR current edition.

- PV system drawings (Ground Mounted Systems);

Certified Plot Plan, with the location of the PV system.

This drawing must show the property lines, and distances of the PV system from the property lines. Also, the lot size must be indicated on the drawing.

The drawing must be wet stamped and signed by a MA. Licensed land surveyor or MA. Licensed Civil Engineer.

Panel layout plan

Electrical schematic plan. (Note: all systems must have a disconnect at the panels)

Panel connection details between panels and to supporting structure

Pedestal mounting system and connection details, or reinforced concrete piers and connection details & support to ground.

Ballast plans and specifications, if this system is used.

Note: All drawings must be wet stamped and signed by a MA. Licensed Structural Engineer.

Additional drawings should be submitted as necessary to properly detail the installation intended and to demonstrate compliance with the Codes and zoning requirements applicable to the work to be performed.



Commonwealth of Massachusetts

Department of Fire Services

BOARD OF FIRE PREVENTION REGULATIONS

Official Use Only
Permit No.
Occupancy and Fee Checked
[Rev. 11/99] (leave blank)

APPLICATION FOR PERMIT TO PERFORM ELECTRICAL WORK

All work to be performed in accordance with the Massachusetts Electrical Code (MEC), 527 CMR 12.00

(PLEASE PRINT IN INK OR TYPE ALL INFORMATION)

Date:

City or Town of: To the Inspector of Wires:

By this application the undersigned gives notice of his or her intention to perform the electrical work described below.

Location (Street & Number)

Owner or Tenant Telephone No.

Owner's Address

Is this permit in conjunction with a building permit? Yes No (Check Appropriate Box)

Purpose of Building Utility Authorization No.

Existing Service Amps Volts Overhead Undgrd No. of Meters

New Service Amps Volts Overhead Undgrd No. of Meters

Number of Feeders and Ampacity

Location and Nature of Proposed Electrical Work:

Completion of the following table may be waived by the Inspector of Wires.

Table with columns for various electrical components: No. of Recessed Fixtures, No. of Ceiling Fans, No. of Transformers, Total KVA, No. of Lighting Outlets, No. of Hot Tubs, Generators, KVA, No. of Lighting Fixtures, Swimming Pool, No. of Emergency Lighting Battery Units, No. of Receptacle Outlets, No. of Oil Burners, FIRE ALARMS, No. of Zones, No. of Switches, No. of Gas Burners, No. of Detection and Initiating Devices, No. of Ranges, No. of Air Cond., Total Tons, No. of Alerting Devices, No. of Waste Disposers, Heat Pump Totals, No. of Self-Contained Detection/Alerting Devices, No. of Dishwashers, Space/Area Heating KW, Local, Municipal, Other, No. of Dryers, Heating Appliances, KW, Security Systems, No. of Devices or Equivalent, No. of Water Heaters, KW, No. of Signs, No. of Ballasts, Data Wiring, No. of Devices or Equivalent, No. of Hydromassage Bathtubs, No. of Motors, Total HP, Telecommunications Wiring, No. of Devices or Equivalent, OTHER:

Attach additional detail if desired, or as required by the Inspector of Wires.

INSURANCE COVERAGE: Unless waived by the owner, no permit for the performance of electrical work may issue unless the licensee provides proof of liability insurance including "completed operation" coverage or its substantial equivalent.

CHECK ONE: INSURANCE BOND OTHER (Specify:)

Estimated Value of Electrical Work: (When required by municipal policy.)

Work to Start: Inspections to be requested in accordance with MEC Rule 10, and upon completion.

I certify, under the pains and penalties of perjury, that the information on this application is true and complete.

FIRM NAME: LIC. NO.:

Licensee: Signature LIC. NO.:

(If applicable, enter "exempt" in the license number line.)

Bus. Tel. No.:

Address: Alt. Tel. No.:

OWNER'S INSURANCE WAIVER: I am aware that the Licensee does not have the liability insurance coverage normally required by law. By my signature below, I hereby waive this requirement. I am the (check one) owner owner's agent.

Owner/Agent Signature Telephone No. PERMIT FEE: \$

# Identification of Applicant

Company Name \_\_\_\_\_

Builders Name \_\_\_\_\_

Address \_\_\_\_\_

Town, State, Zip code \_\_\_\_\_

Office Phone Number \_\_\_\_\_ Cell, Phone Number \_\_\_\_\_

I, hereby certify that the proposed work is authorized by the owner of record of the property, and that I have been authorized by the owner to make this application as their authorized agent. Further, we agree to conform to all applicable Town By-laws, Building Codes, Rules and Regulations having jurisdiction on the work to be performed.

I certify under penalties of perjury that all information submitted in this application is correct.

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

\_\_\_\_\_  
Date

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# Owner's Authorization

I, \_\_\_\_\_ owner of \_\_\_\_\_ authorize

(Contractor) \_\_\_\_\_

to obtain the required Building and Electrical Permits for the above detailed work on my property and to perform all work.

\_\_\_\_\_  
Owner's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Name (Printed)