



# 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

### Conditions

- Installation must fully comply with the requirements of the 2009 IRC, 2009 IBC, and the NEC 2008. As of Oct. 1, 2018, Philadelphia will adopt 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). A six month grace period will be offered—by Apr. 1, 2019, installations must comply with these updated codes.
- An Interconnection Application/Agreement has been submitted to PECO for their approval.

### Electrical Requirements

- PV System Components, such as Modules, Strings, Arrays, Combiners, and Inverters must be listed for Solar PV application per NEC 690.4(D).
- All PV System components shall be properly grounded and bonded.
- An AC disconnect switch as required by PECO shall be located on the exterior of the building.

### Installation Limitations and Requirements

- Installation shall not commence until Contractor has obtained approval from PECO.
- Installation shall be in accordance with the manufacturer’s instructions.
- Ballasted systems can be used for mounting PV Modules to flat roofs.

## STANDARD SOLAR PERMIT PROCESS (ELECTRICAL & BUILDING PERMITS)

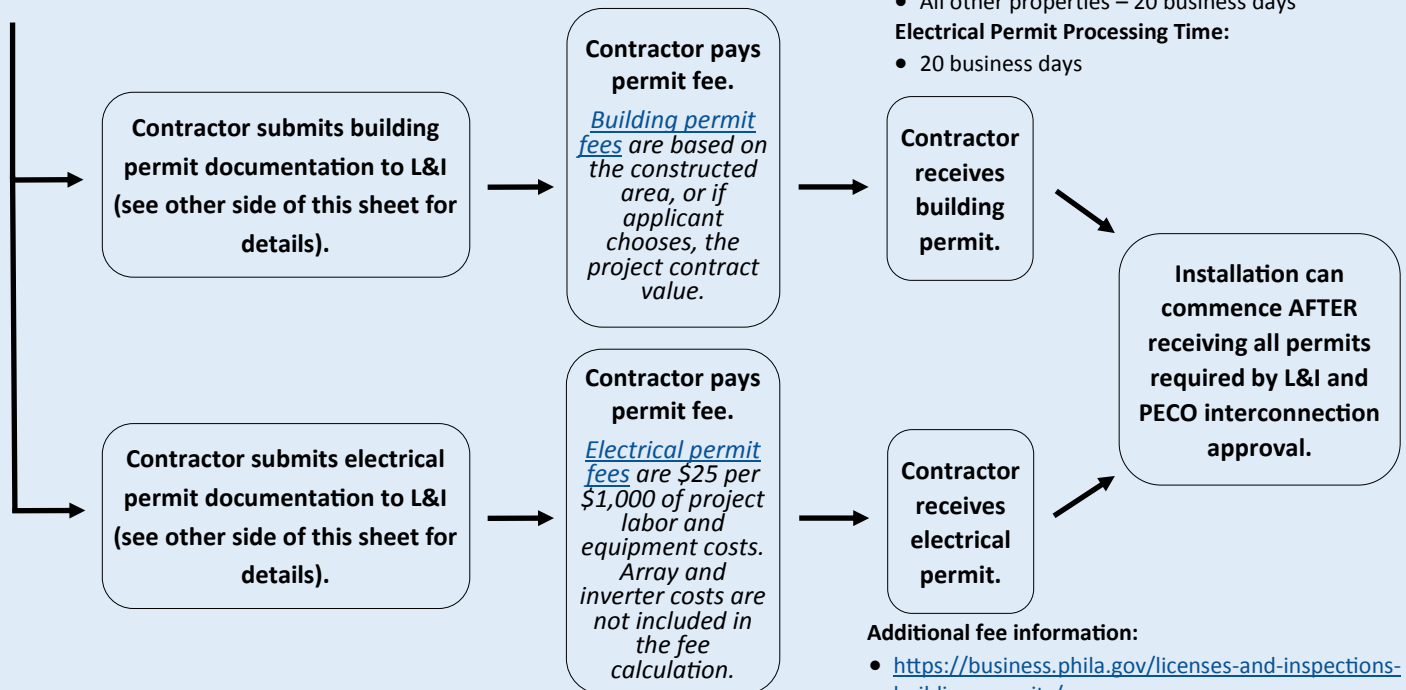
*Tip: Apply for building and electrical permits simultaneously.*

### 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:

- <https://business.phila.gov/licenses-and-inspections-building-permits/>
- <https://business.phila.gov/electrical-permit/>

## 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/](http://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](http://www.phila.gov/li)

