



CITY OF SOMERVILLE, MASSACHUSETTS INSPECTIONAL SERVICES DIVISION

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INSPECTIONAL SERVICES BUILDING DEPARTMENT

SOLAR PERMIT CHECKLIST: FOR PHOTOVOLTAIC SYSTEMS OF 10kW OR LESS.

The following checklist should be used to organize your application. Please mark each item to verify it is included with your submittal. In order to submit the appropriate permit applications, the contractor must create an account in [Citizenserve](#).

Plan Submittal Requirements (all simultaneously submitted through Citizenserve)

- [Building permit](#) (with all required attachments, such as the contractor's license, workers compensation information, insurance information, and [additional attachments](#)). Permit subtype should be "Residential alteration" or "Commercial alteration."
- [Electrical permit](#) (with all required attachments, such as the contractor's license, workers compensation information, insurance information, and [additional attachments described here](#)).

Add the following documents to your file in Citizenserve.

- [Specification sheets](#) and [installation manuals](#) for all manufactured components (including but not limited to: PV modules, inverters, combiner boxes, disconnects, mounting systems, and grounding and bonding systems).
- [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 at the site.
- [Electrical diagram](#) showing the array configuration, array wiring, combiner/junction box, conduit/wiring from array to inverter, DC grounding system, disconnecting means, inverter, conduit/wiring from inverter to utility point of connection, AC grounding and system grounding, and point of connection attachment method.



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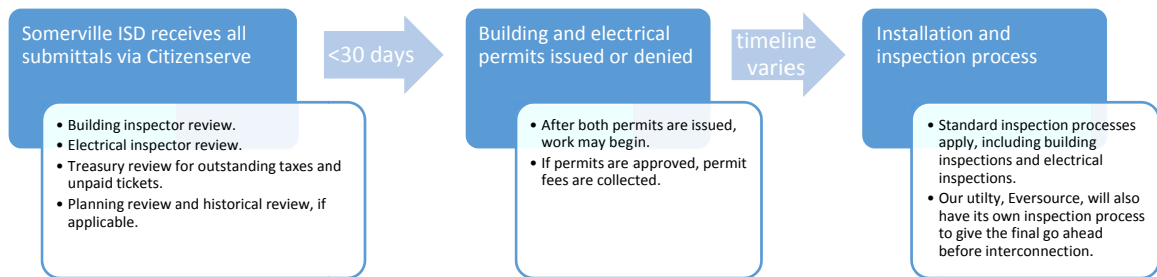


Application Fees

Use the fee structure below to calculate approximate permitting fees. Round up kW that are not whole numbers. Final costs are based on application specifics.

- Building Permit Fee** = (#kW x 5) x \$24 (for example, a 4kW residential system will have a permit fee of \$480)
- Residential Electrical Permit Fees** = \$30 application fee + \$70 fee for equipment inspection + \$10/kW of solar PV system size. (for example, a 4kW residential PV system will have an electrical permit fee of \$140)

Permit submittals must go through Citizenserve, and ISD representatives are available to assist with questions either in person, by email, or by phone. isd@somervillema.gov



Notes:

All equipment, devices, and fittings shall be listed and labeled by a Nationally Recognized Testing Laboratory (NRTL) and installed according to the manufacturer's installation instructions, in accordance with Article 110.3 (B) of the National Electrical Code.

If (as is highly likely) the PV system will become part of the existing electrical service, the applicant will be responsible for making the existing service and its grounding electrode system safe and in compliance with the current edition of the Massachusetts Electrical Code, before connection to the PV system is made. Somerville requires prior notice before installation so that an in progress inspection can be scheduled. Requests for inspection must be received 72 hours before inspection will be scheduled, and must be accompanied by required photos in the case of inaccessible roof-mounted installations. These photos must clearly show the mounting system, module frame grounding, cable management and protection, fittings at conduits and boxes, all conductor terminations, combiner boxes (with cover removed), and all labels on the modules and micro-inverters (if installed).