



# CITY OF HAGERSTOWN, MARYLAND

Department of Engineering & Permits

## BUILDING PERMIT APPLICATION FOR SOLAR PANELS

### Submittal Requirements

- If applicant is not the owner of the property, then an Affidavit from the owner authorizing the applicant to make an application for the permit is required.
- Completed Building Permit Application
- Historic District Commission Approval, if applicable
- Floodplain Administration Approval, if applicable
- Three copies of plot plan. If possible, a legal survey should be used. If a survey is not being used, the plot plan can be drawn by hand. The plot plan must be on letter or legal size paper, and must include the following:
  - All property lines and property line dimensions.
  - Square footage or acreage of the property
  - Building Restriction Lines (BRL) and any utility easements (if known)
  - Scale of drawing
  - Property Owner name(s), if different than applicant
  - Street Address of Property
  - Show any existing dwellings and any other existing structures
  - Show existing or new driveway
  - Detailed dimensions of the proposed new construction
  - Proposed new construction location with setbacks from the proposed new construction to property lines and to the nearest structure in EACH DIRECTION.
- Construction drawings – see plan review checklist to determine what must be included. (A minimum of two paper copies and two electronic copies must be provided.)**
- All fees must be paid at time of application if the total fee is less than \$100.00 or if work was started prior to the issuance of a building permit. If the total fee is more than \$100.00, then a \$100.00 deposit must be made at the time of application.



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## BUILDING PERMIT PLAN REVIEW CHECKLIST FOR SOLAR PANELS

Complete sets of scaled plans minimum  $\frac{3}{16}$ " to one foot or  $\frac{1}{4}$ " to one foot scale is required  
(Note: one set will be returned to you with the approved permit.)

Is the work type new  or replacement  , if replacement show proof of existing solar panels.

### Construction documents are required and must include the following:

- Exact location of solar panels including site plan, if applicable elevations
- Dimensions of solar panels and proposed layout of access pathways for the panels
- Materials, details of construction, and method of attachment
  - Manufacturer's design and installation specifications for all components; all components shall be listed in accordance with UL or certified with a rating from the Solar Rating and Certification Corporation.
  - Weight of the equipment being installed
  - Existing roof and/or rafter structural information and details
- Loads, stress and anchors for the solar panels to the existing structure (certification signed/ sealed by a Licensed Professional is required)
  - Wind design – Ultimate wind speed 110 mph
  - Ground Snow Load – 30 psf [Residential] or 40psf [Commercial]
- One-Line electrical diagrams of the proposed installation showing field installed electrical components, numbers of PV panels, the voltage and kilowatt output rating of each panel, wire identification, sizing, and grounding. [Must be signed/sealed by a Maryland State Licensed Electrical Engineer]

A separate electrical permit is required for the installation of solar panels.

A separate plumbing permit is required for the installation of solar hot water systems.

**CITY OF HAGERSTOWN**  
 Permits  
 1 East Franklin Street  
 Hagerstown, Maryland 21740  
 (301) 790-4163



Type:	PV systems
Process Date:	
Appl #:	

**BUILDING PERMIT APPLICATION FOR SOLAR PANELS**

FILL IN ALL APPROPRIATE SECTIONS – PLEASE PRINT – MUST BE LEGIBLE

SECTION I – PROJECT INFORMATION	
Estimated Cost of Construction \$ _____ <i>includes electrical, plumbing, labor &amp; materials</i>	Size: _____ square feet [ _____ X _____ ]
<b>TYPE OF SOLAR PANEL SYSTEM</b> <i>(select all that apply)</i> Residential: Roof mounted <input type="checkbox"/> Ground mounted <input type="checkbox"/> Hot water <input type="checkbox"/> Commercial: Roof mounted <input type="checkbox"/> Ground mounted <input type="checkbox"/> Hot water <input type="checkbox"/>	Is this a replacement for existing solar panels? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, is it the same size and footprint? Yes <input type="checkbox"/> No <input type="checkbox"/>
Estimated Project Start Date:	Estimated Project Completion Date:
SECTION II – PROPERTY INFORMATION	
Address of Jobsite	Property Owner(s) Name(s)
Lot No. _____ Suite No. _____ Subdivision Name: _____	Property Owner(s) Address _____ _____ _____
	Phone: _____ Cell Phone: _____
SECTION III – CONTACT INFORMATION	
Primary Contact	Contractor
Name	Company Name City License or MHIC #
Current Mailing Address _____ _____	Current Mailing Address _____ _____
Phone No. _____ Cell No. _____	Phone No. _____ Cell No. _____
Email (required)	Email
Structural Engineer	Electrical Engineer
Name	Name
Company Name	Company Name
Current Mailing Address _____ _____	Current Mailing Address _____ _____

**SECTION V – PROJECT DETAILS**

**Description of Work** (describe in detail work to be performed, include floor level if multi-story structure):

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**Building Planning Details**

**Panel Information**

Weight per panel: \_\_\_\_\_

Size of panels: \_\_\_\_\_ X \_\_\_\_\_

**Building Setbacks:**

Front: _____	Rear: _____
Left Side: _____	Right Side: _____

Setbacks are measured to the shortest point

**Ground Mounted Solar Panels**

Height from grade: \_\_\_\_\_ inches/ feet

Area of Lot coverage: \_\_\_\_\_ SF

Distance from property lines:

Front: _____	Rear: _____
Left Side: _____	Right Side: _____

**Building Mounted Solar Panels**

Height above roof: \_\_\_\_\_ inches/ feet

Attachment to existing structure?    yes     no

Describe existing structure used for support of panels:

**Applicant Information**

Applicant's Name:

Current Mailing Address:

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Phone No.

Cell No.

Email (required)

**NOTE: The property owner or their designated representative will need to contact their utility provider (e.g., 1<sup>st</sup> Energy, HLD, etc.) to obtain an interconnection agreement and submit other documents required by the provider. Final Approval of the Utility provider is required for use of the Photovoltaic system once installed.**

**Building Permits and Applications for Building Permits are Non-transferrable and Non-assignable.**

**IMPORTANT – PLEASE READ CAREFULLY**

The Applicant hereby certifies and agrees as follows: 1) That he/she is authorized to make this application, 2) that the information is correct, 3) that he/she will comply with all provisions of City of Hagerstown Regulations and State Laws whether herein specified or not, 4) that no work requiring permits will be performed on the referenced property that is not specifically described in this application prior to obtaining said permits, 5) that he/she understands that any and all electrical or plumbing work requires separate permits. Any changes made without approval of the agencies involved shall constitute a suspension of the building permit until revised plans are approved. A revision fee may be charged.

\_\_\_\_\_  
*Signature of APPLICANT*

\_\_\_\_\_  
Please print name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Association with project



# CITY OF HAGERSTOWN, MARYLAND

Hagerstown Light Department  
425 E Baltimore St • Hagerstown, MD 21740  
Telephone: 301-790-2600  
Website: [www.hagerstownlight.org](http://www.hagerstownlight.org)

## Solar Application - Solar Production Form

### Project Information

Project Location \_\_\_\_\_

Solar Designer \_\_\_\_\_

Contact Name \_\_\_\_\_

Solar Company \_\_\_\_\_

Property Owner \_\_\_\_\_

Contact Name \_\_\_\_\_

### Solar Design Information (include units)

Projected Annual \_\_\_\_\_

Solar Production \_\_\_\_\_

12-Month \_\_\_\_\_

Baseline \_\_\_\_\_

Production \_\_\_\_\_



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## Solar Application – Engineer Information

### ELECTRICAL ENGINEER INFORMATION

Solar applications require that all electrical plans (one line diagrams, electrical site plans, etc.) are signed and sealed by a licensed Electrical Engineer.

Engineer's Name \_\_\_\_\_

Engineer's  
License Number \_\_\_\_\_

Engineer's  
signature \_\_\_\_\_

### STRUCTURAL ENGINEER INFORMATION

Solar applications require that all structural plans are signed and sealed by a licensed Structural Engineer.

Engineer's Name \_\_\_\_\_

Engineer's  
License Number \_\_\_\_\_

Engineer's  
signature \_\_\_\_\_



## Residential and Small Commercial Solar Interconnection Application Instructions

1. Applicant shall submit:
  - a. Plans<sup>[1]</sup> (signed and sealed by licensed engineer) that include:
    - Plot plan (see examples below)
    - One line diagram
    - Cut sheet of Inverter
    - Cut sheet of solar panel
  - b. Interconnection Agreement (shown below)  
<https://www.hagerstownmd.org/DocumentCenter/View/9180/Level-1-Solar-Interconnection-Application-and-Contract-Packet>
  - c. Solar Production Form

Submittal Packages shall be sent to:

Permits and Inspections

PHONE: (301) 791-4163

FAX: (301) 791-2650

[permits@hagerstownmd.org](mailto:permits@hagerstownmd.org)

2. Applicant shall apply for a Building Permit and an Electrical Permit  
<https://www.hagerstownmd.org/755/Permits-and-Inspections>

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<sup>1</sup> Electrical plans must be signed and sealed as well as structural plans.

**Maryland Level 1  
Interconnection Request Application Form and  
Conditional Agreement to Interconnect  
(Lab Certified Inverter-based Small Generator Facilities  
Less than 10 kW)**

**Interconnection Applicant Contact Information**

Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone (Daytime): \_\_\_\_\_ (Evening): \_\_\_\_\_

Facsimile Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Alternate Contact Information (if different from Applicant)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone (Daytime): \_\_\_\_\_ (Evening): \_\_\_\_\_

Facsimile Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Equipment Contractor**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone (Daytime): \_\_\_\_\_ (Evening): \_\_\_\_\_

Facsimile Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Electrical Contractor** (if Different from Equipment Contractor):

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone (Daytime): \_\_\_\_\_ (Evening): \_\_\_\_\_

Facsimile Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

License number: \_\_\_\_\_

Active License? Yes \_\_\_ No \_\_\_

Is small generator facility eligible for Net Metering? Yes  No

**Facility Information**

Facility Address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Electric Distribution Company (EDC) serving Facility site: \_\_\_\_\_

Electric Supplier (if different from EDC): \_\_\_\_\_

Account Number of Facility site (existing EDC customers): \_\_\_\_\_

Inverter Manufacturer: \_\_\_\_\_ Model \_\_\_\_\_

Type of Application Initial  Addition  <sup>1</sup>

Initial Rating: DC System Design Capacity: \_\_\_\_\_ (kW) \_\_\_\_\_ (kVA), Inverter Capacity \_\_\_\_\_ (maximum AC kW), AC System Design Capacity: \_\_\_\_\_ (kW) \_\_\_\_\_ (kVA)

Added Rating: DC System Design Capacity: \_\_\_\_\_ (kW) \_\_\_\_\_ (kVA), Inverter Capacity \_\_\_\_\_ (maximum AC kW), AC System Design Capacity: \_\_\_\_\_ (kW) \_\_\_\_\_ (kVA)

Total Rating: DC System Design Capacity: \_\_\_\_\_ (kW) \_\_\_\_\_ (kVA), Inverter Capacity \_\_\_\_\_ (maximum AC kW), AC System Design Capacity: \_\_\_\_\_ (kW) \_\_\_\_\_ (kVA)

Prime Mover: Photovoltaic  Reciprocating Engine  Fuel Cell   
Turbine  Other \_\_\_\_\_

Energy Source: Solar  Wind  Hydro  Diesel  Natural Gas  
Fuel Oil  Other \_\_\_\_\_

Is the inverter lab certified? Yes  No

(If yes, attach manufacturer's cut sheet showing listing and label information from the appropriate listing authority, e.g. UL 1741 listing. If no, facility is not eligible for Level 1 Application.)

Estimated Commissioning Date: \_\_\_\_\_

<sup>1</sup> If this application is for an initial system, please fill out both the Initial and Total Nameplate rating data, but if it is for an addition, please fill out the Initial, Added and Total Nameplate rating data.

**Insurance Disclosure**

The attached terms and conditions contain provisions related to liability and indemnification, and should be carefully considered by the interconnection customer. The interconnection customer is not required to obtain general liability insurance coverage as a precondition for interconnection approval; however, the interconnection customer is advised to consider obtaining appropriate insurance coverage to cover the interconnection customer's potential liability under this agreement.

**Customer Signature**

I hereby certify that: 1) I have read and understand the terms and conditions which are attached hereto by reference and are a part of this Agreement; 2) I hereby agree to comply with the attached terms and conditions; and 3) to the best of my knowledge, all of the information provided in this application request form is complete and true. I consent to permit the PSC and interconnecting utility to exchange information regarding the generating system to which this application applies.

Interconnection Customer Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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**Conditional Agreement to Interconnect Small Generator Facility**

Receipt of the application fee is acknowledged and, by its signature below, the EDC has determined the interconnection request is complete. Interconnection of the small generator facility is conditionally approved contingent upon the attached terms and conditions of this Agreement, the return of the attached Certificate of Completion duly executed, verification of electrical inspection and successful witness test or EDC waiver thereof.

EDC Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

## Terms and Conditions for Maryland Interconnection

- 1) **Construction of the Small Generator Facility.** The Interconnection Customer may proceed to construct (including operational testing not to exceed 2 hours) the Small Generator Facility once the Conditional Agreement to Interconnect a Small Generator Facility on the preceding page has been signed by the EDC.
- 2) **Final Interconnection and Operation.** The Interconnection Customer may operate the Small Generator Facility and interconnect with the EDC's Electric Distribution System after all of the following have occurred:
  - a) **Electrical Inspection:** Upon completing construction, the Interconnection Customer will cause the Small Generator Facility to be inspected by the local electrical wiring inspector with jurisdiction who shall establish that the Small Generator Facility meets the requirements of the National Electrical Code.
  - b) **Certificate of Completion:** The Interconnection Customer shall provide the EDC with a completed copy of the Interconnection Agreement Certificate of Completion, including evidence of the electrical inspection performed by the local authority having jurisdiction. The evidence of completion of the electrical inspection may be provided on inspection forms used by local inspecting authorities. The Interconnection request shall not be finally approved until the EDC's representative signs the Interconnection Agreement Certificate of Completion.
  - c) EDC has either waived the right to a Witness Test in the Interconnection Request, or completed its Witness Test as per the following:
    - i) Within five (5) business days of the estimated commissioning date, the EDC may, upon reasonable notice and at a mutually convenient time, conduct a Witness Test of the Small Generator Facility to ensure that all equipment has been appropriately installed and that all electrical connections have been made in accordance with applicable codes;
    - ii) If the EDC does not perform the Witness Test within the 5-day period or such other time as is mutually agreed to by the parties, the Witness Test is deemed waived.
- 3) **IEEE 1547.** The Small Generator Facility is installed operated and tested in accordance with the requirements of IEEE standard 1547, "Standard for Interconnecting Distributed Resources with Electric Power Systems", as amended and supplemented, at the time the interconnection request is submitted.
- 4) **Access.** The EDC shall have direct, unabated access to the disconnect switch and metering equipment of the Small Generator Facility at all times. The EDC shall provide reasonable notice to the customer when possible prior to using its right of access.
- 5) **Metering.** Any required metering shall be installed pursuant to appropriate tariffs and tested by the EDC pursuant to the EDC's meter testing requirements pursuant to the Code of Maryland Regulations (COMAR)
- 6) **Disconnection.** The EDC may temporarily disconnect the Small Generator Facility upon the following conditions:
  - a) For scheduled outages upon reasonable notice;
  - b) For unscheduled outages or emergency conditions;
  - c) If the Small Generator Facility does not operate in the manner consistent with this Agreement;
  - d) Improper installation or failure to pass the Witness Test;
  - e) If the Small Generator Facility is creating a safety, reliability or a power quality problem;or

- f) The Interconnection Equipment used by the Small Generator Facility is de-listed by the Nationally Recognized Testing Laboratory that provided the listing at the time the interconnection was approved.
- 7) **Indemnification.** The parties shall at all times indemnify, defend, and save the other party harmless from any and all damages, losses, claims, including claims and actions relating to injury to or death of any person or damage to property, demand, suits, recoveries, costs and expenses, court costs, attorney fees, and all other obligations by or to third parties, arising out of or resulting from the other party's performance or failure to perform under this Agreement on behalf of the indemnifying party, except in cases of gross negligence or intentional wrongdoing by the indemnified party.
- 8) **Limitation of Liability.** Each party's liability to the other party for any loss, cost, claim, injury, liability, or expense, including reasonable attorney's fees, relating to or arising from any act or omission in its performance of this Agreement, shall be limited to the amount of direct damage actually incurred. In no event shall either party be liable to the other party for any indirect, incidental, special, consequential, or punitive damages of any kind whatsoever.
- 9) **Termination.** This Agreement may be terminated under the following conditions:
- a) By Interconnection Customer - The Interconnection Customer may terminate this application agreement by providing written notice to the EDC.
  - b) By the EDC - The EDC may terminate this Agreement if the Interconnection Customer fails to remedy a violation of terms of this Agreement within 30 calendar days after notice, or such other date as may be mutually agreed to prior to the expiration of the 30 calendar day remedy period. The termination date can be no less than 30 calendar days after the Interconnection Customer receives notice of its violation from the EDC.
- 10) **Modification of Small Generator Facility.** The Interconnection Customer must receive written authorization from the EDC before making any changes to the Small Generator Facility, other than minor changes that do not have a significant impact on safety or reliability of the Electric Distribution System as determined by the EDC. If the Interconnection Customer makes such modifications without the EDC's prior written authorization, the EDC shall have the right to temporarily disconnect the Small Generator Facility.
- 11) **Permanent Disconnection.** In the event the Agreement is terminated, the EDC shall have the right to disconnect its facilities or direct the customer to disconnect its Small Generator Facility.
- 12) **Disputes.** Each party agrees to attempt to resolve all disputes regarding the provisions of these interconnection procedures pursuant to the dispute resolution provisions of the Maryland Standard Small Generator Interconnection Rules.
- 13) **Governing Law, Regulatory Authority, and Rules.** The validity, interpretation and enforcement of this Agreement and each of its provisions shall be governed by the laws of the State of Maryland. Nothing in this Agreement is intended to affect any other agreement between the EDC and the Interconnection Customer. However, in the event that the provisions of this agreement are in conflict with the provisions of the EDC's tariff, the EDC tariff shall control.
- 14) **Survival Rights.** This Agreement shall continue in effect after termination to the extent necessary to allow or require either party to fulfill rights or obligations that arose under the Agreement.
- 15) **Assignment/Transfer of Ownership of the Small Generator Facility.** This Agreement shall terminate upon the transfer of ownership of the Small Generator Facility to a new Eligible Customer Generator (owner or tenant), unless the new Eligible Customer Generator notifies the EDC of the change, their agreement to abide by the Terms and Conditions of the original Interconnection Agreement, and so notifies the EDC in writing prior to or coincident

with the transfer of electric service to the new customer. Should an interconnection agreement terminate for failure of a new customer to provide appropriate written agreement within 30 days, the EDC shall notify the Public Service Commission the Interconnection Agreement has been terminated.

16) **Definitions.** Any capitalized term used herein and not defined shall have the same meaning as the defined terms used in the Maryland Standard Small Generator Interconnection Rule.

17) **Notice.** Unless otherwise provided in this Agreement, any written notice, demand, or request required or authorized in connection with this Agreement ("Notice") shall be deemed properly given if delivered in person, delivered by recognized national courier service, or sent by first class mail, postage prepaid, to the person specified below:

**If to Interconnection Customer:**

Use the contact information provided in the Agreement for the Interconnection Customer. The Interconnection Customer is responsible for notifying the EDC of any change in the contact party information, including change of ownership.

**If to EDC:**

Use the contact information provided on the EDC's web page for small generator interconnection.

**Maryland Level 1 Interconnection Agreement Certificate of Completion**  
(To be completed and returned to the EDC with the Application for a Level 1 Interconnection Agreement<sup>2</sup>)

**Interconnection Customer Information**

Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone (Daytime): \_\_\_\_\_ (Evening): \_\_\_\_\_

Facsimile Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Installer**

Check if owner-installed

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone (Daytime): \_\_\_\_\_ (Evening): \_\_\_\_\_

Facsimile Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Final Electric Inspection and Interconnection Customer Signature**

The Small Generator Facility is complete and has been approved by the local electric inspector having jurisdiction. A signed copy of the electric inspector's form indicating final approval is attached or will be provided when available. The Interconnection Customer acknowledges that it shall not operate the Small Generator Facility until receipt of the final acceptance and approval by the EDC as provided below.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of interconnection customer)

**Printed Name:** \_\_\_\_\_

Type of Application      New/Initial     Growth/Increase     System Capacity \_\_\_\_\_ KW (DC)

Check if copy of signed electric inspection form is attached

Check if copy of as built documents is attached (projects larger than 10 kW only)

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**Acceptance and Final Approval for Interconnection (for EDC use only)**

The interconnection agreement is approved and the Small Generator Facility is approved for interconnected operation upon the signing and return of this Certificate of Completion by EDC:

Electric Distribution Company waives Witness Test? (Initial) Yes (\_\_\_\_\_) No (\_\_\_\_\_)

If not waived, date of successful Witness Test: \_\_\_\_\_ Passed: (Initial) (\_\_\_\_\_)

EDC Signature: \_\_\_\_\_ Date: \_\_\_\_\_

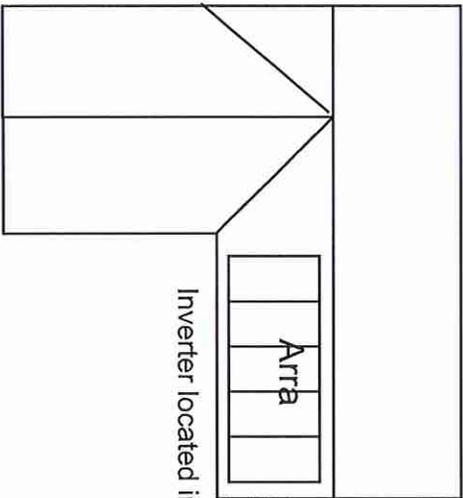
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

<sup>2</sup> Prior to interconnected operation, the interconnection customer is required to complete this form and return it to the EDC. Use contact information provided on the EDC's web page for small generator interconnection to obtain mailing address/fax number/e-mail address



Green Street

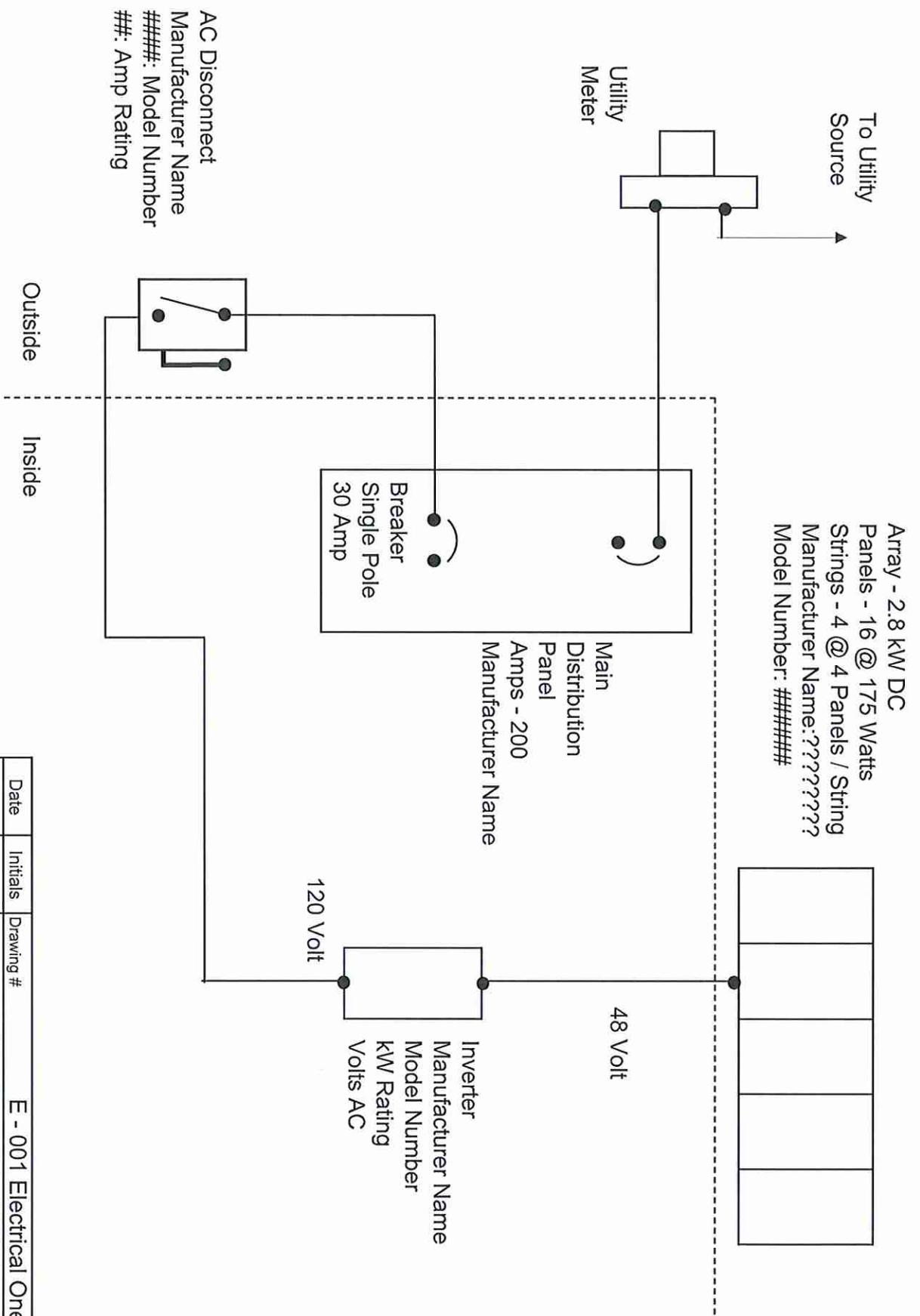
Bark Street



AC Disconnect  
Meter

 Service  
Transformer

Date	Initials	Drawing #
		A - 002 Plot Plan
		John Doe - 2.8 kW PV Installation
		5748 Green Street
		Someplace, ST Zip
		Drawn By/Date Joe Installer / Mo/Date/Year



Date	Initials	Drawing #	E - 001 Electrical One-Line	
		Name	John Doe - 2.8 kW PV Installation	
		Address	5748 Green Street	
		City St. Zip	Someplace, ST Zip	
		Drawn By/Date	Joe Installer / Mo/Date/Year	