



**CITY OF HAGERSTOWN
PLANNING & CODE ADMINISTRATION DEPARTMENT**

1 East Franklin Street
Third Floor
Hagerstown, MD 21740

Phone: 301-790-4163
Fax: 301-791-2650

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.
- Building Permit Application
- Historic District Commission Approval, if applicable
- Floodplain Administration Approval, if applicable
- If ground mounted solar panels, three copies of plot plan. When at all possible, a legal survey should be used. If a survey is not being used, the plot plan can be drawn by hand. 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.
- Three complete sets of construction drawings – see plan review checklist to determine what must be included. (If electronic drawings are provided; a minimum of one paper copy 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 issuance of a building permit. If fee total 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

Three complete sets of scaled plans minimum $\frac{3}{16}$ " to one foot, $\frac{1}{4}$ " to one foot scale is preferred
(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 (plan and elevation)
- 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, stresses and anchors for the solar panels to the existing structure (certification by a Licensed Professional is required)
 - Wind design – Ultimate wind speed 115 mph
 - Ground Snow Load – 30 psf
- 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.

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.



Type:	SOLAR PANELS
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 & materials</i>	Size: _____ square feet [_____ X _____]
TYPE OF SOLAR PANEL SYSTEM (select all that apply) 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"/>

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

SECTION V – PROJECT DETAILS

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

Building Planning Details

Panel Information Weight per panel: _____ Size of panels: _____ X _____	Building Setbacks: <table border="1"> <tr> <td>Front: _____</td> <td>Rear: _____</td> </tr> <tr> <td>Left Side: _____</td> <td>Right Side: _____</td> </tr> </table> Setbacks are measured to the shortest point	Front: _____	Rear: _____	Left Side: _____	Right Side: _____
Front: _____	Rear: _____				
Left Side: _____	Right Side: _____				

Ground Mounted Solar Panels	Building Mounted Solar Panels				
Height from grade: _____ inches/ feet	Height above roof: _____ inches/ feet				
Area of Lot coverage: _____ SF	Attachment to existing structure? yes <input type="checkbox"/> no <input type="checkbox"/>				
Distance from property lines:	Describe existing structure used for support of panels:				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Front:</td> <td style="width: 50%;">Rear:</td> </tr> <tr> <td>Left Side:</td> <td>Right Side:</td> </tr> </table>	Front:	Rear:	Left Side:	Right Side:	
Front:	Rear:				
Left Side:	Right Side:				

Applicant Information	
Applicant's Name:	
Current Mailing Address:	
<hr style="width: 80%; margin: 0 auto;"/> <hr style="width: 80%; margin: 0 auto;"/>	
Phone No.	Cell No.
Email (required)	

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

IMPORTANT – PLEASE READ CAREFULLY
<p>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.</p>

Signature of APPLICANT

Please print name

Date Signed

Association with project

Dec 12, 2016/pah