

# SOLAR PERMIT PROCEDURES

1. **All** Building Permits for Solar projects must be signed by the homeowner/business owner in **BLUE** ink – No Exceptions. Building permit applications should include a completed app, copy of contractor's license, liability and workmen's compensation insurance and two sets of plans (one can be no larger than 11 X 17).
2. The building permit card should be with the homeowner (and not the solar company) at all times.
3. The solar company should call the building inspector's office at 508-636-1035 for an inspection once the sonotubes (piers) are in place if the system is ground mounted.
4. The solar company must provide a final affidavit (final engineers' report) to the building inspector's office. This can be:
  - a. mailed to: 856 Main Road, Westport, MA 02790
  - b. emailed to: [priestr@westport-ma.gov](mailto:priestr@westport-ma.gov)
5. Once this office receives the final affidavit, the solar company should call this office when the project/job is completed for a final inspection. We do not book inspections if the homeowner calls. The solar company should ensure that the building permit card is on site when the building inspector goes to the site for inspection as he will need to sign off on the back of the card. Either the solar company or the homeowner can be present for this. If neither is available, place the building permit card in a plastic bag and tape it to the front door (regardless where the solar is installed – i.e. ground, barn, shed, etc.). If the card is not at the site when the building inspector goes for the final inspection, the solar company will be required to pay a \$50.00 re-inspection fee and then reschedule the final inspection.
6. Once all the above is completed, the permit is considered closed.