

Town of Harvard

Building Department

Building Permit Requirements

Solar Panels

- **Permit Application Form**

The permit application form must be filled out completely. (4pages)
Illegible or incomplete applications will not be processed.

- **Owner Authorization**

If the applicant is anyone other than the owner of the property, a letter which authorizes the applicant to act as the owner's agent in obtaining the permit and to perform the work on the project is required.
This letter must be signed by the property owner.

- **Construction Supervisor License**

Submit a valid copy of the Construction Supervisor License of the person who will be responsible for the project.

- **Home Improvement Registration (Residential Installation only)**

Submit a valid copy of the Home Improvement Registration of the person who will be responsible for the project.

- **Worker's Compensation Certificate**

On page 3 of the Permit Application is a '**Workers Compensation Affidavit Form**' to be filled out. In addition to filling out the Affidavit, you must also submit a valid copy of the General Contractor's **Worker's Compensation Insurance Certificate**.

This Certificate must be site specific.

A building permit cannot be issued without Compensation Insurance unless the contractor is a sole proprietor.

- **Roof Top Systems**

Roof tops systems will require an evaluation by a MA. Licensed structural engineer. The engineer's evaluation must certify that the existing roof framing is capable of supporting the solar panel system and is still capable of supporting the required snow loads as specified under 780 CMR current edition.

- **Roof Top Systems** (continued)

Also, the engineering certification must show the roof connection details and certify that the connection and panels are capable of withstanding the wind and up lift loads as specified under 780 CMR current edition.

- **Ground Mounted Systems**

Ground mounted systems are to be considered a structure under the Town By-laws. As such, the structure must meet the required set-back as established under the By-laws.

When submitting your permit application a **Certified Plot** plan will be required. This plan must show all property lines, acreage, zoning district, and the location of the solar panel system. Distances from the sides of the system to the property lines must be shown to demonstrate compliance with the by-laws. The location of the septic system's tank and leach field must also be shown.

Also, submit engineering certification which shows connection details and certify that the connection and panels are capable of withstanding the wind and up lift loads as specified under 780 CMR current edition.

- **Electrical Work**

All electrical work must be performed by a MA. Licensed Electrician. The electrician will be required to obtain a separate electrical permit.

An electrical disconnect switch will be required adjacent to the Solar Panel System, so that the system may be disconnected (shut-off) from the building in the event of an emergency.

- **Permit Fees**

The building permit fee is based on the total cost of the project.

Residential installation	\$ 5.00/\$1000 of total construction cost. Minimum fee \$ 250.00
Commercial installation	\$12.00/\$1000 of total construction cost Minimum fee of \$1000.00