Media Borough Solar Permitting Checklist:

☐ Complete a building permit application (available here).
☐ Assemble supporting documents for the building permit including:
  ☐ Evidence that contractor is registered with e-Collect Plus, LLC. Registration form may be accessed here.
  ☐ Copy of Contractor’s Certificate of Insurance in the name of Media Borough.
  ☐ Site Plan showing location of major components on the property or roof.
  ☐ “Wet Stamped” structural analysis of roof (required for roof-mounted systems only).
☐ Complete an electrical permit application (available here).
☐ Assemble supporting documents for the electrical permit including:
  ☐ Evidence that contractor is registered with e-Collect Plus, LLC. Registration form may be accessed here.
  ☐ Evidence of electrician licensure from community in which licensed.
  ☐ Electrical One-Line Diagram (attached to electric permit).
  ☐ Attachment and/or Mounting Details.
  ☐ Solar PV Module Specification Sheet.
  ☐ Inverter Specification Sheet.
  ☐ Inverter Instruction manual.
  ☐ Pole or Ground Mount Information (if applicable).
☐ Assemble fees for building permit, note the following:
  o The fee schedule is listed here.
  o Fees are due upon submittal of permit application.
  o Accepted methods of payment include check or cash.
☐ Assemble fees for electrical permit, note the following:
  o Amount is dependent on size of the job. Contact Code Enforcement office, 610-566-5210, ext. 247 to determine amount.
  o Fees are due upon submittal of permit application.
  o Accepted methods of payment include check or cash.
☐ Acceptable delivery methods to submit application include:
  o Mail all materials to:
     Media Borough Hall
     301 N. Jackson Street, 2nd Floor
     Media, PA 19063
     8:30 a.m. to 4:30 p.m.
  o Bring all materials in person to:
     Media Borough Hall
     301 N. Jackson Street, 2nd Floor
     Media, PA 19063
     8:30 a.m. to 4:30 p.m.

* Do not submit application without the appropriate fee*

**Processing of applications takes approximately two weeks.**

***After receiving a permit, the applicant may proceed with installation of the solar PV system.
   All permits must be posted in a visible location as instructed.***
Arrange for Progress Inspections:

- Contractor must contact Code Enforcement office to arrange an inspection during the course of the electrical and building work.
- Inspections must occur in a timely manner such that the work to be inspected is clearly visible to the inspector and not closed up or otherwise inaccessible.
- The appointment must be made at least 24 hours in advance.
- Such inspection may be scheduled by calling 566-5210.
- For more information on inspections, click here.