

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:
 - The fee schedule is listed [here](#).
 - Fees are due upon submittal of permit application.
 - Accepted methods of payment include check or cash.
- Assemble fees for electrical permit, note the following:
 - Amount is dependent on size of the job. Contact Code Enforcement office, 610-566-5210, ext. 247 to determine amount.
 - Fees are due upon submittal of permit application.
 - Accepted methods of payment include check or cash.
- Acceptable delivery methods to submit application include:
 - **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.
 - **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](#).