

Residential Solar Permitting Checklist:

- ⑥ Complete a Building Permit Application and include the following:
 - ⑥ Building plans showing the location of the proposed solar system.
 - ⑥ A structural engineer’s affidavit saying that the roof load is met and detailing the rafter spacing and the spacing of the fastenings that will be used.
 - ⑥ Worker’s comp affidavit
 - ⑥ Copy of insurance certificates
 - ⑥ Photocopy of HIC and / or CSL license
- ⑥ Complete an Electrical Permit Application and include the following:
 - ⑥ 3-line Diagram
 - ⑥ Copy of electrical license
 - ⑥ Size in kW DC of the system to be installed
- ⑥ Calculate your building and electrical permit fees using the equation below
- ⑥ Submit your building and electrical permit applications and fee online at:
Chelseama.gov/city-clerk/pages/online-services

Or, submit your application in person at:
Chelsea City Hall 500 Broadway Chelsea, MA 02150

Residential Permit Fees:

Estimated Construction Value: \$ _____
<i>Building permit fee:</i> \$25 for the first thousand of estimated construction value, \$15 for every additional \$1,000 of construction value.
<i>Plan Review Fee:</i> For construction value between \$10,000 and \$49,999, the plan review fee is \$75
Building Permit Fee: \$ _____

Estimated Electrical Value: \$ _____
<i>Electrical permit fee:</i> \$50 for the first thousand of estimated electrical value, \$20 for every additional \$1,000 of estimated electrical value
Electrical Permit Fee: \$ _____

Inspection Process:

- ⑥ If the number of solar panels changes, submit a new plan for the project before requesting an inspection.
- ⑥ You are encouraged to take pictures of the systems flashing, electrical bonding and roof wire- management during the installation to be able to demonstrate to the inspector work that may not be visible under the panels.
- ⑥ Call Chelsea’s Inspectional Services Department at: the day before you would like the final system inspection. Most inspections will be scheduled within 72 hours and you will be given a 2-hour window for the inspection.
- ⑥ Bring an as-built plan and affidavit to the inspection.