



[Code Enforcement](#) | 200 Main Street, Yarmouth, ME | (207) 846-2401 | WSimmons@yarmouth.me.us

Accessory Solar Energy System (SES) Permitting Checklist

The pre-submittal checklist below contains the minimum information and project plan details required to be submitted to the Town of Yarmouth when applying for a permit to install an accessory solar energy system (SES). The intent of using the checklist is to provide transparent and well-defined information to minimize the number of required revisions, improve permit application quality, and accelerate the application and review process.

For a general overview of standards related to accessory solar, reference the [Accessory Solar Factsheet](#). For definitions related to solar, reference [Chapter 701](#) (Zoning) Article I.D. See Chapter 701 Article II, Section FF for adopted standards, permitting requirements, and additional site plan requirements for ground-mounted SES (i.e., principal use).

Codes and Design Criteria

Yarmouth has adopted the following codes:

- Maine Uniform Building and Energy Code (2021 ICC Suite of Building Codes)
- International Residential Code Section R324 (One- and Two-Family Dwellings and Townhouses three stories or less) or the International Building Code (all other structures and structures over three stories)
- National Electrical Code (NFPA 70)
- NFPA 855 (for energy storage at One and Two-Family Dwellings)
- NFPA 1 (applies in addition to NFPA 855 for energy storage at all other structures)

The following local design criteria shall be used:

- Max wind speed: 115 MPH
- Ground snow load: 60 PSF
- Frost depth: 48"

Required Permits

A permit must be obtained prior to the start of any work. Complete the following permit application form(s) and submit any additional required documents with your application.

Accessory Solar Systems (Roof, building, or ground-mounted):

- ☐ [Electrical Permit](#)
- ☐ [Building Permit](#)
- ☐ [Historical Preservation Committee Review](#) (as applicable)



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Additional Required Documents for Accessory Solar Energy Systems

- **Location Plan:**
 - **Roof Plan** (for roof-mounted SES): A roof plan indicating location of the panels, with North marked on the plan.
 - **Property Plot Plan** (for accessory ground-mounted SES): If ground-mounted, a plot plan of the property should be submitted indicating location and compliance with zoning setbacks. The Plot plan should show the location of major components on the property. Accessory GM SES must comply with structure setbacks for the zoning district they are located in. Check districts on the [online GIS map](#), or the [PDF zoning map](#), and reference Article IV in [Chapter 701 Zoning](#) to identify relevant setbacks.
- **Array Details:**
 - Describe array size in kW, number of modules
 - Method of grounding array
 - Proposed array voltage and number of DC circuits
- **Racking:** Engineering information for the proposed solar mounting/racking system stamped by a professional engineer (PE) licensed in the State of Maine
- **Connections:** Method of connection to electrical service or panelboard for inverters, transfer switches, and energy storage systems. Indicate electrical service size
- **Electrical Diagram**
 - Electrical diagrams/worksheets should show SES configuration, PV modules, wiring system, DC-to-AC Inverters, transfer switches, overcurrent protection, disconnects, required signs, AC connection to the building, and any energy storage system (ESS) components
- **Specification sheets and installation manuals (if available)**
 - Provide spec sheets and manuals for all manufactured components including, but not limited to, PV modules, inverter(s), combiner box, disconnects, and mounting system
- **Energy Storage Details (if applicable) for Single or Two-family dwellings:** Provide a description of the proposed amount of storage, connection to SES, and any other relevant details to demonstrate compliance with IRC and NFPA 855.
- **Energy Storage Details (if applicable) for all other structures (including commercial buildings):**
 - Subject to Fire Department review and compliance with NFPA 855
 - **Plot Plan** to show the location of BESS and compliance with zoning setbacks. Energy storage systems in compliance with [IFC fire setback requirements](#) need no separate fire service review.
 - **Specification sheets and installation manuals** for ESS components installation manual ([see example](#))
 - Provide electrical diagram for the interconnection of all system components including the existing or new electrical service. Include wire sizes, circuit breaker sizes, etc. Use nationally recognized symbols for the electrical diagram. Sufficiently complex designs might require engineering review and or sealing.



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Ground Mounted Solar Energy Systems (non-accessory) require Site Plan Review and must submit a complete Site Plan Application in addition to required documentation as outlined in [Chapter 701](#), Article II, Section FF. Prior to submittal, please contact the Planning Department.

Contractor Requirements

Electricians need a valid license through the state of Maine. Electrical permits require a license number.

Submit Permit Application

Visit [this webpage](#) for directions on submitting a building and/or electric permit. For information on **how to pay for a permit**, [this](#) webpage will give you details on how to pay via a check or credit card.

Permit Fees

Depending on the property type where the SES will be located, applicants must pay fees associated with a Residential or Commercial Building Permit in addition to an Electrical Permit.

- Residential Building Permit - \$50 minimum fee
- Residential Electrical Permit - \$50 minimum fee
- Commercial Building Permit - \$100 minimum fee
- Commercial Electrical Permit - \$55 minimum fee

Note commercial fees may be subject to change based on the scope of work.*

Complete fee information can be found in [Chapter 401: Fees and Permits](#) of the Yarmouth Code of Ordinances.

Review Process Timeline

The Code Enforcement Office is committed to providing a timely review of solar PV permit applications. Best efforts are made to review completed permit applications within 30 calendar days. These turnaround times are typical, not guaranteed. Yarmouth has a staff of dedicated individuals, but workloads, vacations, and sick leave can cause unforeseen delays that may impact turnaround time.

Certain circumstances can prolong the permit turnaround time including:

- Applicant does not submit all required information
- Contractor applying for permit is not a licensed contractor
- Equipment is not listed
- HPC review

Permit Status

To check the status of your building permit please reference the [list of permits under review](#) or call the Codes Office at (207) 846-2401. Electrical permits are processed once building permits are approved.

Permit Expiration

All permits expire one year after the date of issue. Ideal to complete work within a year of a permit issue date.



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Scheduling an Inspection and the Inspection Process

To schedule building/electrical inspection please call (207) 846-2401, a 48 hour notice is greatly appreciated. Electrical and building inspections will be conducted on Monday and Wednesdays. Typically, inspections will be done within 2 working days from the time your work is completed.

An accessory solar system requires:

- One (1) building inspection, and
- One (1) electrical inspection.
- HPC review if applicable.

Note required number of inspections may be subject to change based on the scope of work.*

Contact Information

If you have any questions, please contact us at:

- Staff POC: Wendy Simmons
- Office Email: WSimmons@yarmouth.me.us
- Office Phone Number: (207) 846-2401

Address: 200 Main St., Yarmouth, Maine 04096

Hours of Operation

- Office: Monday-Thursday, 8am to 4pm and Friday, 8am to 12pm.