

Required Solar permit information:

A.) Permit applications (zoning & building permit) can be found on the miltonpa.org website. The following info will be required to accompany the permit applications:

- 1.) Certificate of Workman's Comp.
- 2.) Certificate of Liability Insurance.
- 3.) Engineering review of the existing roof structure and either approve the roof for the imposed loading or describe the appropriate repairs as per the approved design. The document shall be sealed and dated and signed by the PA State engineer or architect.
- 4.) 3 sets of complete construction plans, sealed and dated.
- 5.) The rapid shutdown device shall be shown.
- 6.) All circuits and overcurrent protection shall be shown.
- 7.) Solar panel layout shown with the access areas per code.
- 8.) The installation and spec sheets for the panels, racking, mounting devices, etc. shall be provided.
- 9.) Completed building permit application.
- 10.) Proof of PA Contractor registration.

B.) The fee for the permits will be requested from the applicant after the plans have been approved and are ready for pick up. Review time is usually one week max. The fee can be either paid by cash or a check payable to the Borough of Milton. The Borough Office is open M-F from 8am-4pm. If you wish us to mail the permits to you then please provide us with a pre-paid package to return the approved plans to you with. The Milton Borough Office is located at 2 Filbert Street in Milton, PA 17847.

C.) Rough in inspection is required when the rough is completely installed. You should call the inspector at the Borough of Milton to make the inspection appointment. 570-742-8759

D.) Final inspection is required when it is complete. You should call the inspector at the Borough of Milton to make the inspection appointment. 570-742-8759

E.) The Rapid Shutdown shall be tested to prove it operates correctly.

F.) The PPL work order number shall be provided to the inspector either on site prior to the final inspection or during it.

G.) The inspector shall give the representative 2 copies of the approved Certificate of Occupancy for a passed final inspection:

- 1.) One copy is for the property owner,
- 2.) and the second copy is for the installer's files.

H.) The inspector will log into the PPL website and complete the digital cut-in card to approve the solar system to feed the grid.

I.) PPL will then respond at their time schedule.

J.) The fee for the permits will be requested from the applicant after the plans have been approved and are ready for pick up. The fee can be either paid by cash or a check payable to the Borough of Milton. The Borough Office is open M-F from 8am-4pm. If you wish us to mail the permits to you then please provide us with a pre-paid package to return the approved plans to you with. The Milton Borough Office is located at 2 Filbert Street in Milton, PA 17847.