

## City of Keene, NH Residential Solar Photovoltaic (PV) System Building Permit Checklist

This checklist is for residential (1 and 2 family) solar PV applications. A building permit application and complete plans that are legible and drawn to scale will be required for plan review. Applications will be processed in the order of receipt. Complete applications typically take 2-3 business days to review; however, they may take up to 10 business days. If you have any questions, please call the Community Development Department at (603) 352-5440 or email [PermitTech@ci.keene.nh.us](mailto:PermitTech@ci.keene.nh.us).

- 1. Building permit application and application fee. Application form and fee schedule are available online at [www.ci.keene.nh.us/community-development](http://www.ci.keene.nh.us/community-development). Electronic submissions are encouraged.
- 2. All construction documents and plans for the installation of the photovoltaic systems have been reviewed or designed and sealed by a licensed professional engineer to comply with the NH State Building Code. Two sets submitted.
- 3. Proposed installation complies with Zoning and Historic District requirements (if located in Historic District).
- 4. The applicant will comply with other restrictions the City of Keene may not enforce, such as private deed restrictions.
- 5. Size of the system in watts or kilowatts:  Size (capacity) of the inverter in watts or kilowatts:   
Angle (tilt of array):  Azimuth (the angle of the array in relation to the sun):
- 7. Two copies of inverter manufacturer's specifications.
- 8. Two copies of photovoltaic system module manufacturer specifications.
- 9. Two copies of manufacturer's installation instructions.
- 10. Equipment must be listed and labeled. Signage details to be provided.
- 11. Number of solar panels to be installed:
- 12. Location of solar panels. A site plan may be required (refer to commercial checklist):

### **If the array is roof mounted:**

- 1. A roof plan that shows the existing condition and location of proposed equipment. This includes access pathways required by Fire Code. For more information, please contact the Community Development Department.
- 2. If panels are not mounted flush to the roof, total height of the building with proposed equipment:
- 3. Engineered construction documents or sealed assembly/installation plans of the photovoltaic system.
- 4. Engineering construction documents of the photovoltaic systems' connection to the structure of the building. Construction documents shall include, but are not limited to, framing plans, any structural upgrades needed, connection details to the building and any structural calculations or load documents.
- 5. Line diagram showing the array configuration, array wiring, combiner/junction box, conduit/wiring from array to inverter, DC grounding system, disconnecting means, inverter, conduit/wiring from inverter to utility point of connection, AC grounding and system grounding, point of connection attachment method.

### **If the array is ground mounted:**

- 1. Show array supports, framing members, and foundation posts and footings.
- 2. Provide information on mounting structure(s) construction. Engineering calculations by a design professional may be required.
- 3. Show detail on module attachment method to mounting structure. Gravity loads and wind uplift must be addressed by design.

### **Notes:**

- All documents submitted for review must have a minimum text size of 3/32" and a minimum drawing sheet size of 11"x17" and a maximum drawing sheet size of 36"x48," "E" size.
- Additional information required by the Building Official may be necessary for the issuance of the permit.
- Multiple inspections will be required, including, but not limited, to: footing/foundation, framing/structural upgrades, labeling, grounding, and rapid shutdown/disconnect.