Residential Rooftop Solar Permitting Checklist

Use this checklist to make sure your application includes all required documents before submitting it to the Township.

BEFORE YOU BEGIN a permit is required for all alternative energy systems, including solar installations, before work begins. East Cocalico Township requires one permit application for a solar installation.

✓	REQUIRED ITEM	WHAT TO INCLUDE
☐	**AES Permit Application Packet**	Complete the property information, building and impervious coverage calculations, and the worker's compensation exemption form, if applicable.
☐	**3 Copies - Plan Showing Existing & Proposed Improvements**	Show existing and proposed improvements. Include the roof height AND the height of the solar system above the roof.
☐	**3 Copies - Site Plan**	Show property lines; setbacks from ALL property lines to the project; and the location of any on-lot septic systems, on-lot wells, and/or easements on the property.
☐	**3 Copies - Equipment & Product Specifications**	Include specifications for the type of solar panels being installed.
☐	**3 Copies - Roof Structure Analysis**	Include engineering structural analysis of the roof, signed & sealed by an architect/engineer.
☐	**Solar Statement of Need - IF APPLICABLE**	Required if the project is mounted on the front or side of the roof. Provide a letter explaining why the panels need to be placed on the front or side instead of the back. Reference East Cocalico Township Code of Ordinances Section 220-31E(14)(h).
☐	**Building & Impervious Coverage Calculations**	Use the sheet provided with the application to calculate existing and proposed building coverages. For rooftop solar only, coverages will not change.
☐	**Certificate of Insurance - IF USING A CONTRACTOR / INSTALLER**	Include Liability Insurance and Worker's Compensation Insurance and list East Cocalico Township as an additional insured. If you are NOT using a contractor or installer, complete the provided exemption sheet.
☐	**Home Improvement Contractor Verification**	Provide EITHER a copy of the contractor/installer's license from the State Attorney General OR the contractor/installer's license number.
☐	**Permit Fee**	See the current **Township Permitting Fee Schedule** for applicable fees.

Submitting Your Application: **Completed applications and permit fees may be delivered to by mail or in person.**

East Cocalico Township Municipal Building
100 Hill Road
Denver, PA 17517

Questions?
Email: **codes@ect.town**
Phone: (717) 336-1720

What Happens Next

1. **Submit Application:** Complete and deliver the application to the Township. Permit fees are due at the time of submittal.
2. **Township Zoning Review:** The Zoning Office reviews eligibility, code compliance, and application completeness and will contact the applicant if additional information is needed.
3. **Township Building Code Review:** The Building Code Official reviews applicable building code requirements, specifications, and plans. Revisions may be required before approval. After approval, the Zoning Office prepares the permit for pickup.
4. **Applicant Picks Up Permit:** The applicant will be notified when the permit is ready. Fees to Technicon are due at the time of permit pickup.

INSPECTION REQUIRED: Your Solar AES system requires at least one inspection for compliance with the Uniform Construction Code before it may be used.
To schedule an inspection, contact Technicon Enterprises II at (610) 286-1622.