

## Non-Residential Permitting Checklist

Permits are required for all alternative energy systems, including solar installations, before any work can be started. East Cocalico Township only requires one permit application to obtain a solar installation. Please see below to see what is required to go with your application.

	<p><b><a href="#">AES Permit Application Packet</a></b></p> <ul style="list-style-type: none"> <li>- Includes information about your property</li> <li>- Includes building and impervious coverage calculations</li> <li>- Includes a worker's compensation exemption form</li> </ul>
	<p><b>3 Copies of a Plan that shows Existing and Proposed Improvements</b></p> <ul style="list-style-type: none"> <li>- Must include the height of the installation at its tallest point</li> <li>- Must include the height of the roof without the installation IF installation is rooftop-mounted</li> </ul>
	<p><b>3 Copies of a Site Plan</b></p> <ul style="list-style-type: none"> <li>- Must show property lines</li> <li>- Must show setbacks from the property line to the project from ALL sides</li> <li>- Must include the location of any on-lot septic systems, on-lot wells and/or easements on the property</li> </ul>
	<p><b>3 Copies of Specifications for Equipment and Products to be Installed</b></p> <ul style="list-style-type: none"> <li>- Must include specifications for the type of panels being installed</li> </ul>
	<p><b>3 Copies of Manufacturer's Specifications and Installation Requirements IF Mounting on the Ground</b></p> <ul style="list-style-type: none"> <li>- This is only required if the solar system is ground-mounted rather than rooftop mounted</li> </ul>
	<p><b>3 Copies of Plans Signed and Sealed by a Licensed Architect or Engineer</b></p> <ul style="list-style-type: none"> <li>- All non-residential solar installations require signed and sealed architectural/engineered drawings</li> </ul>
	<p><b>A Solar Statement of Need IF Ground-Mounting or Locating Panels on Front/Sides of Roof</b></p> <ul style="list-style-type: none"> <li>- Provide a letter to the Township stating why you need to place the solar panels in any location other than the back of the roof</li> <li>- Reference East Cocalico Township Code of Ordinances section 220-31E(14)(h)</li> </ul>
	<p><b>Building and Impervious Coverage Calculations</b></p> <ul style="list-style-type: none"> <li>- Use the provided sheet on the application to calculate your existing and proposed building coverages (note: for rooftop solar only, coverages will not change)</li> </ul>
	<p><b>Certificate of Insurance if Utilizing a Contractor or Installer</b></p> <ul style="list-style-type: none"> <li>- Must include Liability Insurance</li> <li>- Must include Worker's Compensation Insurance</li> <li>- Must list East Cocalico Township as an additional insured</li> <li>- If NOT utilizing a contractor or installer, fill out the provided exemption sheet</li> </ul>
	<p><b>Permit Fee</b></p> <ul style="list-style-type: none"> <li>- Relevant fees are listed on the <a href="#">Township Permitting Fee Schedule</a></li> </ul>

Completed applications with permit fees can be delivered to the Township Municipal Building at 100 Hill Road, Denver, PA, 17517. Questions can be emailed to the Zoning Assistant at [ZA@ect.town](mailto:ZA@ect.town); or called in at (717)-336-1720.

### **Steps in the Permitting Process**

1. Complete and deliver application to the Township Building
  - a. Township permit fees are required to be paid at the time of submittal
2. Township Zoning Review
  - a. Zoning office will review for eligibility, compliance with the code and to ensure that all parts of the application are present
  - b. Zoning office will contact applicant for additional details as needed
3. Township Building Code Review
  - a. Building Code Official will review for compliance with various applicable building codes
  - b. Building Code Official will also review specifications and ensure legality and completeness of plans
  - c. Zoning office will contact applicant for additional details as needed
  - d. Building Code Official will provide a verbal or written review of the plan to the applicant, after which the applicant can revise to meet requirements
  - e. Building Code Official will approve plan after it meets all building code requirements
4. Township Zoning Permit Preparation
  - a. Zoning office will prepare a permit for pickup by the applicant
5. Applicant Picks Up Permit
  - a. Applicant will be notified to stop by the Township Building and pick up the permit
  - b. Fees to Technicon are due at the time of permit pickup

**PLEASE NOTE: For Grid-Scale Solar, Additional Permits May be Required by the State and County Governments**

**Your Solar AES system will require at least one inspection for compliance with the Uniform Construction Code prior to being useable. To schedule an inspection, please call Technicon Enterprises II, at (610) – 286 – 1622.**