



SOLAR PERMIT CHECKLIST

Thank you for exploring solar for your home or business. The generation of clean, local and sustainable power provides tremendous value to our community and we appreciate your leadership.

Every solar installation in Natick requires a building and wiring inspection, and permit applications can be filed at Natick Town Hall, located at 13 East Central Street. The office's operating hours are: Monday - Wednesday: 8 AM - 5 PM; Thursday: 8 AM - 7 PM; and Friday: 8 AM - 12 PM.

Phone calls are accepted at 508-647-6450 and questions can be fielded by administrative staff throughout the day. Building inspectors are available for phone calls or in-person questions from 8 AM - 10 AM Monday - Friday and 4 PM - close on Monday - Thursday. The electrical inspector is available from 4 PM - 5 PM Monday - Thursday, and requests for wiring inspections should be made directly to him during his office hours.

Please note Town offices are closed on Friday afternoons.

Organizing Your Application

The following checklist should be used to organize your permit applications, based on the use, design and location of the system you plan to install.

System Type

- Residential:** see pages 1-2
- Commercial:** see pages 3-5

Additional detail on the inspection and interconnection process is provided on page 5.

RESIDENTIAL PERMIT CHECKLIST

To determine if your project will require additional review, please answer the below questions. Mark each item to verify it is included with your submittal.

Is the property in a Historic District?:

- Yes:** Your project is subject to review and approval by the Historic District Commission (HDC). Please review the HDC's guidelines for installing solar on historic properties and request an application at <http://www.natickma.gov/quicklinks.aspx?CID=87>.

Is this a ground-mounted array?

- Yes:** Ground-mounted arrays are not common in our community. Please review Natick's zoning bylaws at <http://www.natickma.gov/701/Zoning-Bylaws> to ensure compliance with required setbacks, open space requirements, etc. We also recommend contacting Natick's building commissioner and electrical inspector to discuss your site plan, safety enclosures, etc. prior to submitting a permit application.

Application Fees

Building and electrical permit fees are the same for residential and commercial systems and are directly related to installation costs. Please use the below fee structure to calculate approximate permitting fees. Final costs will be based on application specifics and must be paid by cash or check (payable to the Town of Natick).

- Building:** \$15 per \$1,000 of construction costs (minus electrical costs)
- Electrical:** \$100 fee plus \$10 per \$1,000 of electrical costs

Documentation Required

Below is a list of all materials required to submit an application. Any submittals that are incomplete will not be accepted.

Building

- Building Permit Application to Construct, Repair, Renovate or Demolish One- or Two-Family Dwelling:** This application is available at <http://www.natickma.gov/156/Building-Department> and must be fully complete. Please note, solar is considered an "Alteration" under Proposed Work.
- Additional Documentation**
 - Home Improvement Contractor (HIC) Registration
 - Construction Supervisor License
 - Workers Compensation Insurance Affidavit
 - Solid Waste Disposal Affidavit
 - Affidavit for Estimated Cost of Construction
 - Two (2) Sets of Site Plans Showing Major Components on the Property with Engineer Stamp *PLUS* One (1) Set on Disk or USB Drive
 - Residential roof-mounted systems require stamped structural engineer's letter
 - Spec Sheets for Panels, Railings/Racking System, Inverters

Electrical

- ❑ **Application for Permit to Complete Electrical Work:** This application is available at <http://www.natickma.gov/156/Building-Department> and must be fully complete.
- ❑ **Additional Documentation**
 - ❑ Proof of Liability Insurance
 - ❑ Electrical 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, and point of connection attachment method.

COMMERCIAL

There are nuances to every site and we encourage you to contact the Building Department to discuss your plans prior to submitting a commercial permit application. To determine if your project will require additional review, please answer the below questions. Mark each item to verify it is included with your submittal.

Is the property in a Historic District?

- Yes:** Your project is subject to review and approval by the Historic District Commission (HDC). Please review the HDC's guidelines for installing solar on historic properties and request an application at <http://www.natickma.gov/quicklinks.aspx?CID=87>.

Is the property located in a Highway Overlay District or along the Route 9 Corridor?

- Yes:** Contact the Building Commissioner at 508-647-6450 to determine if your project requires Planning Board review and approval.

Will the project result in a disturbance greater than 40,000 sf of land?

- Yes:** Your project requires a permit from the Natick Conservation Commission. Contact the Commission at 508-647-6452 to discuss next steps.

Is the project located within 100 ft of a wetland resource area or 200 ft of a river, stream or brook?

- Yes:** Your project requires a permit from the Natick Conservation Commission. Contact the Commission at 508-647-6452 to discuss next steps.

Standard Application Fees

Permit fees are directly related to installation costs and system size. Please use the below fee structure to calculate approximate permitting fees. Final costs will be based on application specifics and must be paid by cash or check (payable to the Town of Natick).

- Building:** \$15 per \$1,000 of construction costs (minus electrical costs)
- Electrical:** \$100 fee plus \$10 per \$1,000 of electrical costs
- Fire:** See below fee schedule based on size of area impacted.

Permit	Fee
Up to 2,500sf	\$300
2,500 to 25,000sf	\$500
25,000 to 50,000sf	\$800
50,000 to 100,000sf	\$1,000
100,000 to 150,000sf	\$1,500
150,000 to 200,000sf	\$1,800
Over 200,000sf	\$2,000

Documentation Required

All solar installs require building and wiring permits. Below is a list of all materials required. Any submittals that are incomplete will not be accepted.

Building

- ❑ **Commercial Building Permit Application:** This application is available at <http://www.natickma.gov/156/Building-Department> and must be fully complete. Please note that solar is considered an “Alteration” under Proposed Work.
- ❑ **Additional Documentation**
 - ❑ Control Documents Signed and Stamped by each discipline that will be performing construction at the work site (i.e., Architectural, Structural, Mechanical, Electrical, Fire Alarm, Fire Protection Systems, Landscaping, etc.)
 - ❑ Fire Protection Narrative
 - ❑ Construction Supervisor License
 - ❑ Workers Compensation Insurance Affidavit
 - ❑ Solid Waste Disposal Affidavit
 - ❑ Affidavit for Estimated Cost of Construction
 - ❑ Building Code?
 - ❑ Two (2) Sets of Site Plans Showing Major Components on the Property with Engineer Stamp *PLUS* One (1) Set on Disk
 - ❑ Spec Sheets for Panels, Railings/Racking System, Inverters

Electrical

- ❑ **Application for Permit to Complete Electrical Work:** This application is available at <http://www.natickma.gov/156/Building-Department> and must be fully complete.
- ❑ **Additional Documentation**
 - ❑ Proof of Liability Insurance
 - ❑ Electrical 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, and point of connection attachment method.

Fire

Please allow approximately two weeks for commercial plan review by the Fire Department.

- ❑ One (1) Sets of Site Plans Showing Major Components and Required NFPA-1 Setbacks on the Property *PLUS* One (1) Set on Disk

Inspection Process

To receive a Certificate of Completion for a residential roof-mounted project, you must submit a stamped letter from the structural engineer that confirms the work was installed per the design. No in-person building inspection will occur. Electrical permits will be inspected on-site by Natick’s electrical inspector.

Commercial building inspections will require an in-person visit from Natick’s building commissioner, and rough and final wiring inspections from Natick’s electrical inspector.

See the first page of this document for directions on how to request an inspection.

Interconnection Process

Proposed photovoltaic systems that are less than 15kW AC for single phase or less than 25kW AC for three phase can apply for interconnection under the simplified process with Exhibit A. Other systems would apply for interconnection under the standard process.

After the final inspection from Natick's electrical inspector, the interconnecting customer submits their certificate of completion to Eversource. Eversource may conduct a witness test within 10 business days to inspect the system. Eversource will install a net-meter on site and will send the Authorization to Interconnect. Once this authorization is received, the system can be energized and start producing power.