

Melrose Solar Permitting Checklist:

Complete:

- ☐ Massachusetts State Building Permit Application (Complete 1&2 Family or Commercial Application based on the type of structure)
- ☐ Massachusetts State Electrical Permit Application

Attach:

- ☐ Site Plans
- ☐ Solar array plans
- ☐ Stamped structural engineer's letter for structural and wind load impacts on the roof.
- ☐ Workers Compensation Policy Number
- ☐ Copy of Insurance Certificates
- ☐ Copy of Electrical License
- ☐ Home Improvement Contractor License
- ☐ Permit Fees:

Cost of Structural Construction: _____

For 1&2 Family Residential: \$12 per \$1,000 of cost + \$15 = _____

For Commercial: \$16 per \$1,000 of cost + \$15 = _____ Building Permit Fee
+ \$100 Electrical Permit Fee
= _____ **Total Permit Fee**

Checks should be written out to the "City of Melrose".

Ground mounts will be considered accessory structures to one or two family structures.

Permit applications will be reviewed within one to two weeks.

Inspection Process:

- Rough Inspection; Send photos of properly installed bonding wire or bonding lugs to electrical inspector at dmetell@cityofmelrose.org.*
- Submit a letter from structural engineer stating that the project was built as designed, along with the building permit to ISD for final sign off.
- Call 781-979-4135 between 8:30AM and 10:00AM the day you would like the final inspection. Electrical inspections are between 9:30AM and 11:30AM.

* Bonding wire photo example:



¹ Photo Credit: Solar Pro Magazine "Grounding Compendium for PV Systems" Rebekah Hren and Brian Mehalic