



# TOWN of BRENTWOOD NH

## SOLAR PHOTOVOLTAIC (PV) PERMIT APPLICATION

\$100. FINE IF PERMIT IS NOT POSTED AT TIME OF INSPECTION  
*Inspections must be scheduled at least 24 hours in advance*

**PROPERTY ADDRESS:** \_\_\_\_\_ .Map. \_\_\_\_\_ Lot. \_\_\_\_\_ .-. Zone \_\_\_\_\_ .

**PROPERTY OWNER:** \_\_\_\_\_ . Telephone No. \_\_\_\_\_ .

Mailing Address: \_\_\_\_\_ .Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ .

Email Address: \_\_\_\_\_ .Contact Person. \_\_\_\_\_ .

**CONTRACTOR:** \_\_\_\_\_ . Telephone No. \_\_\_\_\_ .

Mailing Address: \_\_\_\_\_ .Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ .

Email Address: \_\_\_\_\_ .Contact Person. \_\_\_\_\_ .

**DESCRIPTION / USE OF PROPERTY:**  - Residential.  - Duplex/ADU.  - Multi-family.  - Commercial / Business.  
**TYPE OF CONSTRUCTION:**  - New.  - Remodel.  - Addition.  - Alteration.  - Reconstruction.

**DESCRIPTION OF PROJECT:** \_\_\_\_\_ .

**SOLAR ARRAY INSTALLATION:** ROOF MOUNTED:  GROUND MOUNTED: -  NUMBER OF PANELS: \_\_\_\_\_ .

*The installer must be a New Hampshire Master Electrician. Licensed NH Electricians shall perform all electrical work and installations of electrical components.*

**VALUE OF CONSTRUCTION:** I hereby certify, under penalty of perjury, that all statements given hereon are truthful and accurate, and that the cost of Construction, alteration, or remodeling is, (*including labor and materials*) = \$ \_\_\_\_\_ .

**BUILDING PERMIT FEE. = VALUE OF CONSTRUCTION X 1 %.** = \$ \_\_\_\_\_ .

**APPLICATION FEE. ADD (\$50.00.)** TOTAL FEE. = \$ \_\_\_\_\_ .

I The Applicant hereby agree to comply with the Town of Brentwood's Building and Zoning Ordinance and all work will be constructed in accordance with the New Hampshire State Building Code, and related Codes as adopted, and in accordance with the plans submitted.

PRINTED NAME OF APPLICANT: \_\_\_\_\_ .

APPLICANTS SIGNATURE: \_\_\_\_\_ . Date: \_\_\_\_\_ .

**FOR DEPARTMENT USE ONLY:** MASTERS License #. \_\_\_\_\_ . Expiration Date. \_\_\_\_\_ .

FEE AMOUNT RECEIVED: \$ \_\_\_\_\_ .  - Check #. \_\_\_\_\_ .  - Cash  - Credit Card.

NAME ON CHECK: \_\_\_\_\_ .

.BUILDING OFFICIAL: \_\_\_\_\_ . Date: \_\_\_\_\_ .

- APPLICATION APPROVED  - APPLICATION DENIED  - APPLICATION INCOMPLETE.

\* NOTE: Dig Safe must be called before any excavation. Permit Fee is due at time of submittal.



# TOWN of BRENTWOOD NH

## **SOLAR PHOTOVOLTAIC (PV) PERMITTING CHECKLIST**

*Inspections must be scheduled at least 48 hours in advance*

The pre-submittal checklist below contains the minimum information and project plan details required to be submitted to Brentwood Building Department when applying for a permit to install a residential/commercial accessory rooftop or ground-mounted solar (PV) system. For primary use solar, contact our office for any additional requirements. The intent of using the checklist is to provide transparent and well-defined information to minimize the number of required revisions, improve permit application quality, and accelerate the application and review process.

### **Codes and Design Criteria:**

The Town of Brentwood follows the New Hampshire State Building Code pursuant to NH RSA 155-A and the New Hampshire State Fire Code pursuant to NH RSA 154. Currently, this includes:

- The 2021 Editions of the International Residential Code and International Building Code.
- The 2020 Edition of NFPA 70 National Electrical Code and all codes referenced therein.
- The 2021 Edition of NFPA 101 Life Safety Code and all codes referenced therein; and,
- The 2021 Edition of NFPA 1 National Fire Code and all codes reference therein.

Where there is a discrepancy between the ICC Codes and the NFPA Codes, the code that is more restrictive applies.

### **The following local design criteria should be used:**

- Maximum wind speed: 120 MPH
- Snow load: 50 PSF
- Frost Depth: 48”
- Maximum assumable soil bearing capacity: See section 1806 of the 2021 IBC.
- Minimum assumable lateral earth pressure: See section 1610 of the 2021 IBC.

### **Required Permits:**

A permit must be obtained prior to the start of any work. Complete the following permit application form(s) and submit any additional required documents. Permits may be submitted to the Building Department at 1 Dalton Road Brentwood, NH 03833 in person during regular business hours.

#### Residential Solar PV System:

- Solar (PV) Permit.
- Electrical Permit.
- Building Permit.

#### Commercial/non-residential Solar PV System:

- Solar (PV) Permit.
- Electrical Permit.
- Building Permit.
- Planning Board Site Plan Approval (if applicable).

### **Contractor Requirements:**

- The installer must be a New Hampshire Master Electrician. Licensed NH Electricians shall perform all electrical work and installations of electrical components.

### **Required Documentation: “All solar permit applications must include.”**

- A Structural Engineers Report on the load capability of the existing roof system and proposed roof top mounted solar arrays. The analysis must be performed and stamped by a New Hampshire Licensed Engineer.

- If structural upgrades are needed, a building permit must be submitted at the same time as the solar permit. The building permit will require a framing plan prepared by the same New Hampshire licensed engineer.
- A site plan is required for ground mounted solar arrays. The site plan shall show the proposed location of the solar array and its appurtenances. Show locations and distances from all property lines, setbacks, septic systems, wells, UG utilities, impervious areas, fences, pools, etc. Existing structures, remaining or to be removed, must be shown.
- A New Hampshire Licensed Engineer shall stamp solar and electrical plans.

**Additional Required Documents:**

1. A roof plan detailing the location of proposed equipment. To include access pathways required by Fire Code.
  - 1a. PV arrays in compliance with IFC fire setback requirements will not require a separate fire service review.
2. Provide Specification Sheets and Installation Manuals for all manufactured components:
  - 2a. Provide inverter manufacturer specifications.
  - 2b. Provide photovoltaic system module manufacturer specifications.
  - 2c. Provide manufacturer installation instructions.
  - 2d. Provide specifications on combiner box, disconnects, and mounting system.
3. Equipment must be listed and labeled. Signage details to be provided.
4. Electrical Diagrams and worksheets PV and energy storage system configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, and AC connection to the building.
5. If ground mounted, show array supports, framing members, and foundation posts and footings
  - 5a. Show detail on module attachment method to mounting structure. Gravity loads and wind uplift must be addressed by design.
  - 5b. Provide information on mounting structure(s) construction. Engineering calculations by a design professional may be required.

**Submission and Review Process:**

The Building Department is committed to providing a timely review of solar PV permit applications. Any missing information or documentation will likely delay the review process and application approval.

- All required documents can be printed or picked up in person and submitted to our office at 1 Dalton Road. Electricians must provide their license for inspection.
- Our office will contact you if additional information is required. Or when your permit has been processed and is ready to be picked up. Fees must be paid (cash or check) at the time of application.
- Building permits shall be displayed onsite.
- Solar arrays shall comply with applicable zoning regulations, including setbacks.

**Permit Expiration:**

All permits expire one year from issue date. The permit shall become invalid if work has not commenced within six months after the issuance of permit or work has been suspended for six months after commencement (IBC 105.5) and no refunds shall be given. If the work is not completed within one year from the issued date, the permit must be renewed.

**Scheduling an Inspection and the Inspection Process:**

To schedule an electrical inspection please call the Electrical Inspector; 603-642-6400 ext. 122.  
 To schedule a building inspection please call the Building Inspector; 603-642-6400 ext. 118.  
 Typically, inspections are completed within 48 hours.

**Required Inspections:**

Various inspections are required and must be completed. Final Inspections are required for all permitted work regardless of the project size or scope of work.

Contact Information; If you have any questions, please contact the Brentwood Building Department, at 603-642-6400 ext.118, or [buildinginspector@brentwoodnh.gov](mailto:buildinginspector@brentwoodnh.gov). Office hours Mon.-Thurs. 7:00am – 4:00 pm.