

City of Bordentown Solar Permitting Checklist:

In order to process your permit application in an expeditious manner you must provide *all* the required information regarding your proposal. Incomplete applications will take significantly longer to process.

The applicant (owner or system installer on behalf of owner) must complete the following steps:

- Complete a BUILDING permit application.
 - Assemble supporting documents for the building permit including:
 - Copy of Contractor's Certificate of Insurance in the name of City of Bordentown.
 - Site Plan showing the location of major components on the property or roof
 - Structural analysis of roof from a Design Professional (required for roof-mounted systems only)
 - Provide 1 original and 3 photocopies of all application materials.
- Complete an ELECTRICAL permit application.
 - Assemble supporting documents for the electrical permit including:
 - Electrical One-Line Diagram (attached to electric permit)
 - Attachment and/or Mounting Details
 - Solar PV Module Specification Sheet
 - Inverter Specification Sheet
 - Inverter Instruction manual.
 - Pole or Ground Mount Information (if applicable)
 - Provide 1 original and 3 photocopies of all application materials.
- Assemble fees for building and electrical permits, note the following:
 - Contact the City of Bordentown Construction Office, 609-291-9331, for information about fees.
 - Officials are available in City Hall on Monday & Friday from 8:30-11:00am
 - Fees are due upon submittal of permit application.
 - Accepted methods of payment include: cash or check payable to City of Bordentown.
- Submit both building and electrical permit applications together.
 - Mail or deliver in person to:
 - City of Bordentown
 - 324 Farnsworth Avenue
 - Bordentown, New Jersey 08505
 - Hours of operation: Monday-Friday 8:30-4:30pm

As specified in the permit applications, building contractors must be registered with the State of New Jersey. Electrical contractors also must have a license with the State of New Jersey.

After receiving a permit, the applicant may proceed with installation of the solar PV system. All permits must be posted in a visible location as instructed.

If you have questions regarding solar permit and application forms, please contact the City of Bordentown at 609-298-0604.