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:
  o Contact the City of Bordentown Construction Office, 609-291-9331, for information about fees.
    o Officials are available in City Hall on Monday & Friday from 8:30-11:00am
    o Fees are due upon submittal of permit application.
    o Accepted methods of payment include: cash or check payable to City of Bordentown.

☐ Submit both building and electrical permit applications together.
  o Mail or deliver in person to:
    City of Bordentown
    324 Farnsworth Avenue
    Bordentown, New Jersey 08505
  o 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.