

# **SOLAR FACILITIES/E.S.S. PERMIT & INSPECTION PROCESS GUIDELINES**

## **Permit-Process Details**

The Applicant completes and provides the building permit application describing the location and the system to be installed. The permit applications may be picked up at the Town Office or downloaded from the Town's website or the following State of Massachusetts website: <https://www.mass.gov/service-details/building-permit-application-forms>

- Residential applications (one or two-family dwellings or accessory structures)
- All other buildings or lots require a commercial permit (other than 1 & 2 family)

## **REQUIRED DOCUMENTS ARE TO BE PROVIDED IN HARD COPY**

*The completed applications must include:*

1. Completed Building Permit Application.
2. Copy of the Construction Supervisor License and the Home Improvement Contractor registration or the signed Homeowner's Warning Affidavit.
3. Workers' Compensation Affidavit.
4. Debris Disposal Affidavit.
5. If roof mounted solar, evidence that the roof is structurally capable of supporting the system and compliance with NFPA 1 section 11.12.3.2. This requires a separate engineer's stamped affidavit.
6. 2 sets of certified building plans providing location and details of all installed equipment.
7. Certified plot plan.
8. The permit fee.
9. Application for Photovoltaic Plan Review.
10. A self-addressed stamped envelope for documentation return.

## **Solar/ESS Inspection-Process Details**

1. The Building Department requires installations to pass a FIRE DEPARTMENT INSPECTION FIRST, final BUILDING INSPECTION SECOND and then a final ELECTRICAL INSPECTION. The installer phones the FIRE DEPARTMENT INSPECTOR and requests an inspection.
2. At the time of the inspection, the following required documents are to be on-site and available AT INSTALLED EQUIPMENT for ALL INSPECTIONS. Failure of this will result in additional fees and longer time of approval.

- a.) ORIGINAL Permit Signature Card
- b.) Engineer's Installation Plan
- c.) Engineer's Final Installation Affidavit

3. After the FIRE DEPARTMENT INSPECTION is complete, the installer schedules a BUILDING DEPARTMENT INSPECTION.
4. After the BUILDING DEPARTMENT INSPECTION is complete, the installer schedules an ELECTRICAL INSPECTION.
5. It is the Applicants responsibility to forward the listed documents in #2 to the Building Department Office after electrical final signature. CoC will not be issued until this is completed.



**Brimfield Fire Department**  
**34A Wales Rd.**  
**Brimfield, MA**



**Don Contois**  
Chief

**Jim Donovan**  
Deputy Chief  
Fire Inspector

## Application for Photovoltaic Plan Review

On December 9th, 2022 Massachusetts adopted NFPA 1, 2021 Edition, with Massachusetts Amendments. There were significant changes made to Chapters 11 and 52 regarding Photovoltaic (PV) Systems both with and without battery storage. ALL PV systems permitted after 12/9/22 shall follow this code and are to be reviewed by the AHJ of the Fire Department before installation.

Installation Address: \_\_\_\_\_

Company Installing System: \_\_\_\_\_

Company Address: \_\_\_\_\_

Project Supervisor: \_\_\_\_\_ Phone & Email: \_\_\_\_\_

Description of Work to be done:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Setback dimensions listed on plan: Y \_\_\_\_\_ N \_\_\_\_\_

Are access pathways free of conduits: Y \_\_\_\_\_ N \_\_\_\_\_

Estimated project timeframe: \_\_\_\_\_

Does the building contain sprinklers? Y \_\_\_\_\_ N \_\_\_\_\_

\*Does the installation include a battery storage system? Y \_\_\_\_\_ N \_\_\_\_\_

Applicant signature: \_\_\_\_\_

Fire Department approval: \_\_\_\_\_

Date: \_\_\_\_\_

### THIS FORM TO BE RETURNED TO THE BUILDING DEPARTMENT

\*If the installation includes a battery storage system, an FP-6 (standard fire department permit) must be filled out also, and sent into the fire department with a check for \$40 made payable to the Town of Brimfield.

Phone: (413) 245-7334 Email: [firedept@brimfieldma.org](mailto:firedept@brimfieldma.org)

Website: <https://www.brimfieldma.org/fire-department>

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