



SOLAR PERMITTING GUIDE & CHECKLIST

The City of Gloucester appreciates your interest in the use of clean, locally generated energy for your home or business, and commends you for your leadership. For your convenience, this checklist has been designed to outline the City's permitting, timeline and regulatory processes.

All solar installations require a building and electrical permit from the City Building Department. For your convenience, building and electrical permits are submitted and tracked through the City's [Online Permitting Center](https://gloucesterma.viewpointcloud.com/categories/1071) located on the City website (<https://gloucesterma.viewpointcloud.com/categories/1071>).

Submitted permits will be processed by the City's Division of Inspectional Services, located at 3 Pond Road. The office's operating hours are: Monday – Friday: **8:30 AM – 9:30 AM**, Monday - Thursday: **1:00 PM – 2:00 PM**, and Thursday: **5:00 PM – 6:00 PM**.

Phone calls and appointments are accepted at 978-325-5210, and questions can be answered by administrative staff throughout the day.

ORGANIZING YOUR APPLICATION

As noted above, all solar projects in the City require a City building and electrical permit. Building and electrical permits are completed through the City of Gloucester's [Online Permitting Center](#) located on the municipal website.

Rooftop solar projects are permitted in the City of Gloucester by-right in all major zoning districts, but will still require building and electrical permit prior to installation. Depending on the design, size, and location of a proposed project, solar installations are either permitted through the *Standard Building Permit* process or the streamlined *Short Form Building Permit* process. Projects which trigger Site Plan Review shall follow the standard procedures as outlined in the [City Site Plan Review Regulations](#). For information about Zoning on your site, check the City's online [MapGeo](#). To determine which permit your project falls under, please see the information below:

Standard Building Permit (P-3)

Solar systems are not permitted as a *primary* use in Gloucester. Ground-mounted *accessory* use systems are permitted in accordance with Section 3.2 of the GZO, and are pursued using the Standard Building Permit. *Use this permit for ground-mounted systems.* In addition to the Building Department, applications may also be reviewed by the City's regulatory entities such as the Engineering Department, Fire Department, Department of Public Works, Planning Department, and Conservation as applicable. A screenshot from Gloucester's online permitting system, Viewpoint, reflects the standard permit pathway (**Attachment A**).

Short-Form Building Permit (P-3)

Following initial application review and collection of fees, permits are issued to the Applicant. Under the Short Form Building Permit for conforming roof-mounted systems, the applicant should expect up to two inspections. However, if accessory roof-mounted systems exceed the allowable building height within the applicable residential zoning district, further review and/or zoning relief may be required. *Use this permit for roof-mounted systems.* A screenshot from Gloucester's online permitting system, Viewpoint, reflects the streamlined permit pathway (**Attachment B**).

System Type

- RESIDENTIAL
- COMMERCIAL

RESIDENTIAL/COMMERCIAL SOLAR PERMIT CHECKLIST

Documentation Required

Below is a list of materials required to submit a building permit application (standard & short form). Any submittals that are incomplete will not be accepted. As noted, all building permit and electrical permit applications are now processed through the Building Department's [Online Permitting Center](#). Using this online portal, applicants can now submit all attachments digitally, process payments online, monitor application status and track inspectional operations.

Building

- Standard Building Permit Application - Available online [here](#).
 - Project Information
 - Primary Contractor Information
 - Site & Construction Information
 - Building Height & Area
 - Type of Insurance Coverage
 - Policy & Job Site Information
- Additional Documentation:
 - [Workers Compensation Insurance Affidavit](#)
 - Site Plan showing setback dimensions
 - Panel Layout Plan
 - Drawing(s) of any structural changes endorsed by a Registered Professional
 - Copy of Construction Supervisor License
 - Copy of Home Improvement Contractor License
 - Filed Zoning Board of Adjustment Decision
- Short-Form Building Permit Application - Available online [here](#).
 - Project Information
 - Primary Contractor Information
 - Solar Panel Specifications and Engineer Reports
 - Type of Insurance Coverage
 - Workers' Compensation Insurance Affidavit
 - Workers' Compensation Affidavit Signature
 - Policy & Job Site Information
- Additional Documentation:

- Copy of Construction Supervisor License
- Copy of Home Improvement Contractor License
- Workers' Compensation Certificate
- Solar Panel Manufacturer's Specification sheets and any additional product information

Electrical

- Application for Permit to Complete Electrical Work. Available online [here](#).
 - Project Information
 - Primary Electrical Contractor Information
 - Service Upgrade or New Service Installation – Define
 - Information for Additional Fixtures
 - General Wiring Information (Residential & Commercial)
 - Insurance Information – Liability/Workers' Compensation Policy or Substantial Equivalent.
 - Type of Insurance Coverage (Liability Policy/Bond/Other)
 - Workers' Compensation Insurance Affidavit
 - Policy & Job Site Information
- Project Plans
- Certificate of Insurance or Homeowner Waiver Letter (Required)
- Copy of Contractor's License
- Copy of Workers' Compensation Insurance (if applicable)
- The Solar Massachusetts Renewable Target (SMART) Work Request Number. The SMART application, program standards, regulations and reports can be found [here](#). The SMART application and Work Request Number must be established prior to a Municipal application.

Additional Review

Depending on the size, location, scale and type of solar project being proposed, additional information may be required by other City Departments and/or regulatory bodies during the permit review process. In order to determine next steps, the following four (4) questions must be answered:

- Is the property located within a **Historic District**? If so, your project is subject to review and approval by the [Historic District Commission](#)

in accordance with [City Zoning Ordinance Section 16-62](#). A review of the City Historic District Ordinance is recommended.

- Is the project proposing a Ground Mounted Solar Array? If so, note that Ground-Mounted solar installations are subject to the definition of “accessory use” in the [City Zoning Ordinance \(GZO\)](#), and therefore must be located on the same parcel/lot on which the principal use is located. Ground mounted installations are considered a “structure” for the purposes of zoning, therefore a review of zoning requirements is recommended to ensure compliance with required setbacks and other minimum site requirements. It is also recommended that applicants contact the City Building Department to discuss your plan, safety enclosures etc. prior to submission.
- Is the project subject to requirements of the Massachusetts Wetlands Protection Act? Activities proposed in areas subject to [M.G.L. c. 131§ 40](#), which are subject to protections 310 CMR 10.02(1), which will remove, fill, dredge or alter that area, is subject to regulation under M.G.L. c. 131§ 40 and requires the filing of a Notice of Intent (NOI). Please contact the City [Conservation Division](#) at (978) 325-5233 for further information.
- Is the project located within 100ft of a wetland resource area or 200ft of a river, stream or brook? If so, your project is subject to requirements of 310 CMR 10.02(1)(a), which, in the judgement of the issuing authority, will alter an area subject to protection of under M.G.L. c. 131§ 40 requires the Filing of a Notice of Intent (NOI). The City [Conservation Commission](#). Contact the City Conservation Division at (978) 325-5233.

Permit Application Fees

Building permit fees are directly related to installation costs. Final costs will be based on application specifics and must be paid online by credit card, or in-person by check or cash.

- [Building Permit Application Fee](#) - \$50.00 plus \$10.00 per thousand on the total cost of construction (minimum fee of \$60.00)
- [Electrical Permit Application Fee](#) (Attachment D) – Depending on proposed services (Residential/Commercial) and general wiring work, electrical permit fees will be imposed for Residential and Commercial projects.

Residential 1 & 2 Family Minimum - \$30.00

*New Construction/Additions/Renovations - \$3.00 per \$1,000.00
(Total cost of Permits and Project cost)*

*Commercial Minimum - \$50.00
New Construction/Additions/Renovations - \$4.00 per \$1,000 of
Permits and Project cost)*

Scheduling an Inspection

Regardless of system size or design, all solar projects within the City of Gloucester require building and electrical permits, and subject to two (2) inspections by City staff. The Commonwealth has established requirements concerning the timeframe which inspections are requested and scheduled, as followed by the City.

The City of Gloucester's building design guidelines do closely align with the [Massachusetts Building Code](#) standards and State amendments for solar installations. Applicants are advised to review these design guidelines and contact the Building Department prior to submission. In accordance with the amended Massachusetts Electrical Code of the Board of Fire Prevention Regulations (527 CMR 12.00), under Rule 10: "Electrical installations shall not be concealed or covered from view until inspected by the inspector of wires within and not more than 72 hours for installation after proper notice to the inspector, Saturdays, Sundays, and holidays excluded".

The City [Electrical Permit](#) applicant must first contact the City's [Electrical Inspector](#) by phone at (978) 325-5217. All inspections are by appointment only. The City also provides a contact form for any questions/concerns available online [here](#).

In accordance with the amended Ninth Edition of the Massachusetts State Building Code (780 CMR 110.3): "The building official may designate specific inspection points in the course of construction that require the contractor or builder to give the building official one business day notice prior to the time when those inspections need to be performed. The building official will complete inspections within two (2) business days (48 hours).

The City [Building Permit](#) applicant must first contact the Building Department at (978) 325-5210 to schedule an inspection. All Inspections are by appointment only, times are 10:00am -12:00pm and 2:00pm - 3:30pm. The Building Permit applicant must be present for inspection. Electrical inspection will need to be after to the building inspection. The City also provides a contact form for any questions/concerns available online [here](#).

Additional documentation such as Final Construction Control Documents will need to be submitted at the time of Final Building Inspection.

Permit Expiration

Building permits shall become invalid unless the work on the site authorized by such permit is commenced within six (6) months (180 days) after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. (See section 105.5 of the 2015 IBC w/ MA amendments or section R105.5 of the 2015 IRC w/ MA amendments)

Electrical permits shall be limited as to the time of ongoing construction activity, and may be deemed by the Inspector of Wires abandoned and invalid if he/she has determined that the work authorized has not commenced or has not progressed during the preceding 12-month period. Upon written application, an extension of time for completion of work shall be permitted for reasonable cause. A permit shall be terminated upon written request of either the owner or the installing entity stated on the permit application. (See rule 8 of 527 CMR 12.00)

ATTACHMENT A



City of Gloucester, MA

Building Department

Apply Online

Ansul System

This permit is required when a ansul system is installed, altered, extended, dismantled or reconfigured. Please allow up to 10 (ten) days for Fire Department review prior to issuance of the permit. You must be a licensed professional to apply for this permit.

Select

Building Permit

This application is used for new construction, renovations, alterations, partial and interior demolition and major repairs to existing buildings including commercial, and one and two family buildings.

Select

TEST Building Permit Copy 6/7/18

This application is used for new construction, renovations, alterations, partial and interior demolition and major repairs to existing buildings including commercial, and one and two family buildings.

Select

Building Permit - Short Form

This application is used for minor repairs and replacement of roofing, siding, windows and doors, solar panels, wood and pellet stove, and weatherization. For sign, tent and demolition permits, please scroll down.

Select

CO / Smoke Detector

This permit is required anytime the use of a building is changed and/or the building is altered, expanded, new construction, or the addition or alteration of a bedroom. This permit can be applied for by a property owner or owner's agent; however, the system is required to be installed by a licensed professional.

Select

Demolition Permit

This application is used for complete demolition of a building and/or

Select

ATTACHMENT B

Building Permit - Short Form

46149

Details
Submitted on Jul 05, 2018 2:12 PM

Attachments
6 files

Activity Feed
Latest activity on Jul 05, 2018

Applicant
KA
Katelin Brown

Location
9 GREAT HILL RD, GLOUCESTER, MA 01930

Timeline

- Building Department Review**
Completed Jul 5, 2018 at 6:16pm
- Inspector Review**
Completed Jul 5, 2018 at 6:16pm
- Permit Fee**
Paid Jul 5, 2018 at 6:29pm
- Permit Issuance**
Issued Jul 5, 2018 at 6:29pm
- Permit & Job Card**
Issued Jul 5, 2018 at 6:29pm
- Print Job Card**
Completed Jul 6, 2018 at 10:54am
- Building Inspection**
In Progress
- Final Building Inspection**
Inspection

Project Info

Permit Type *
Residential-Alteration/Addition

Residential Building Type *
Other

Residential Building Type Other *
Solar

How Many Units? *
1

Estimated Project Cost (Do not include the dollar symbol [\$]) *
16874

Type of Proposed Work *
Solar Panels

Property Type *
Residential

Method of Compliance
Alterations Level *
Alterations Level 1

Brief Description of Proposed Work *
install roof mounted solar system 26 panels 7.67kW

Existing Use
Proposed Use

Projected Start Date
10/08/2018

Is the Homeowner doing the work?
Is the Homeowner doing the work? *

Zoning Relief *
No

Job Card Mailing Address *
Job Card Mailing Address *
Vivint Solar Inc., 230 Ballardvale St S

Where to Mail Job card? *
Other

ATTACHMENT C

Building Permit
46139

Timeline

- Building Department Review**

In Progress
- Board of Health Review**

Review
- Engineering Review**

Review
- Fire Department Review (ONLY FIRE CAN SKIP)**

Review
- Conservation Review**

Review
- DPW Review**

Review
- Planning Department Review**

Review
- Inspector Review**

Review
- Permit Fee**

Payment
- Permit Issuance**

Document
- Permit + Job Card**

Document
- Print Job Card**

Review
- Building Inspection**

Inspection

Project Info

Permit Type * Residential Building
Residential-Alteration/Addition Single Family Dw

Estimated Project Cost (Do not include the dollar symbol [\$]). * ⓘ
17500

Type of Proposed Work *
Repairs

Are you adding or altering one or more bedrooms? *
No

Property Type * Method of Complia
Residential 1-Family

Alterations Level ⓘ

Brief Description of Proposed Work *
replace old cedar sidewall shingles with new red cedar shingles on two sides, replace five

Projected Start Date Is the Homeown
07/16/2018

Have you received a Smoke Detector Permit? *
No

Zoning Relief * Is the Homeowner
No No

Where to Mail Job card? *
Owner

ATTACHMENT D



CITY OF GLOUCESTER
 INSPECTIONAL SERVICES
 3 POND ROAD 30 GOOD ROAD MA 01930
 PHONE 978 325-5210

ELECTRICAL PERMIT FEES

Residential 1 & 2 Family Minimum:\$30.00
Commercial Minimum:.....\$50.00

New Construction/Additions/Renovations: cost is based on building permit

Residential - based on estimated cost as stated on building permit.....\$3.00 per thousand

Commercial - based on estimated cost as stated on building permit\$4.00 per thousand

Services

Residential:

100-200 amps (1-3) meters -..... \$30.00
 - over 3 meters -\$5.00 per additional meter
 201-600 amps - (1-3 meters) - \$50.00
 - over 3 meters -\$5.00 per additional meter

Commercial:

100-200 amps (1-3) meters -\$50.00
 - over 3 meters -\$10.00 per additional meter
 201-600 amps - (1-3 meters) -.....\$75.00
 - over 3 meters -.....\$10.00 per additional meter
 Over 600 amps -.....\$100.00
 \$10.00 per hundred amps over 600 amps

General Wiring (Residential & Commercial)

Annual Maintenance Permit -.....\$300.00
 Feeder & panel Wiring -.....\$30.00
 General Outlet Wiring -.....\$30.00
 Machine & Motor Wiring -.....\$30.00
 Temporary Wiring (Temp Service) -.....\$30.00
 Swimming Pools -.....\$30.00
 Gasoline Stations (complete) -.....\$125.00
 Gasoline Pumps -.....\$30.00
 Carnivals & Shows -.....\$100.00
 Laundromats -.....\$200.00
 Complete Fire and/or Burglar Alarms & Video (low voltage).....Residential - \$30.00
Commercial -..\$100.00
 Electric signs -.....\$30.00
 Furnaces -.....\$30.00
 Smoke Detectors -.....\$30.00
 Appliances -\$10.00 ea./ Minimum \$30.00
 Electric Heat - (per 2,000 watts) -\$7.50 with a minimum of \$30.00
 Siding Permits -.....\$30.00
 Well pump -.....\$30.00
 Sewer Ejector Pump -.....\$30.00
 Re-inspection Fee -.....\$50.00 (payable prior to inspection)

Work without a permit - is subject to 3 times the permit fee

All permit fees are non-refundable