CITY OF BURLINGTON DEPARTMENT OF PUBLIC WORKS CUSTOMER SERVICE Tel (802) 863-9094 Fax (802) 863-0466 645 Pine Street, Suite A	BURLINGTON, VT PUBLIC WORKS www.dpw.ci.burlington.vt.us	INSPECTION SERVICES DIVISION TRADE INSPECTORS City Building Inspector (802) 865-7559 City Electrical Inspector (802) 865-7562 City Plumbing/Mech Inspector (802) 865-7560

PV Solar System Installation Checklist

Property Address

PV SOLAR SYSTEM INSTALLER INFORMATION (Please complete in full for both A & B)	
Company name:	
Address:	
Telephone number:	
Fax number:	
Date business started:	
Warranty:	
NABCEP Cert#	
VT S of S ID#	
CPG CERT#	
Weight of panels per sq. ft.	

The purpose of this check list is to provide testimony to the conditions of an existing roof system that it has received a level of review and evaluation that it meets minimum codes and design standard criteria in the City of Burlington to accept and sustains the additional weight and behaviors caused by adding a flat lying solar panel system.

Those approved to fill out the labeled sections of this checklist are; trade professionals recognized by the Vermont Secretary of the State (S of S) and NABCEP Certified Professionals and home owners are recognized by the City of Burlington and may complete sections A & B on this checklist. **All other structures not indicated shall have professional engineers' analysis support document attached of this checklist.**

Attached to this check list shall be; a) building permit application, b) plan view of the PV System layout on the roof, c) documentation supporting the certificate of public good (where applicable), d) solar system documentation, e) professional structural engineers report (where applicable) & f) construction plans.

Any and all structural modifications required to be made to the existing roof system must meet minimum loads, codes and standards adopted. All associated designs, construction plans & supporting documentation must be attached to the building permit application.

A) 1 TO 3 STORY WOOD FRAME STRUCTURE CHECKLIST EQUAL TO OR LESS THAN 29'-0"

(May be completed by trade professional, NABCEP Certified Professionals or home owner)

☐	Pitched Roof (Please indicate pitch) >>>>>>>>>>> *Note: All roofs less than 3:12 slope will require structural engineer required.*	
☐	Shingled Roof ï One Layer ONLY (Please circle YES or NO) >>>>>>>>> *Note: More than one layer of roof cover with solar system requires professional engineer support.*	☐ **YES or NO** ☐
☐	Metal Roof (Please circle YES or NO) >>>>>>	☐ **YES or NO** ☐
☐	Total Dead and Live Loads of existing Roof Design. Please indicate under that specific identifier to the right the existing loads. >>>>>>>>>>>>>	**DEAD LOAD ---- LIVE LOAD** ☐ ---- ☐
☐	Proposed pv solar system **is flat applied ONLY** and shall be installed in compliance with the codes and standards prescribed in the adopted codes and standards in the State of Vermont and City of Burlington. (Please circle YES or NO) >>>>>>>>	☐ **YES or NO** ☐ *Section B shall apply to raised/angled panels.*

I, ☐ ;

☐ (Trade Professional) ☐ (NABCEP Certified) ☐ (Home Owner)

(Check the one that applies to you)

the undersigned; hereby sworn to as true and signed under pains and penalties of perjury certify that the information is accurate and the installation of the PV Solar System is in accordance with the manufactures installation instructions requirements and meets the minimum codes and standards as adopted in the City of Burlington.

I have agreed to submit this application by electronic means. I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature. By checking this box and typing my name below, I am electronically signing my application. ☐

Signature ☐ **Date** ☐

B) ALL OTHER STRUCTURES TO INCLUDE FLAT ROOFS & RAISED SOLAR PANELS… (Supported by trade professionals recognized by the Vermont Secretary of the State)		
☐	Any structure or roof configuration that does not meet the above list shall require a licensed Professional Structural Engineer registered in the State of Vermont to perform a structural evaluation for the installation of the pv solar system.	All panels required to be elevated at any level shall require a licensed Professional Structural Engineer registered in the State of Vermont to perform a structural evaluation for the installation of the pv solar system.

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For Official Use Only

Building Permit Number

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