City of Keene, NH Commercial Solar Photovoltaic (PV) System Building Permit Checklist

This checklist is for commercial and multifamily solar PV applications. A building permit application and complete plans that are legible and drawn to scale will be required for plan review. Applications will be processed in the order of receipt. If you have any questions, please call the Community Development Department at (603) 352-5440 or email PermitTech@ci.keene.nh.us.

☐ 1. Building permit application and application fee. Application form and fee schedule are available online at www.ci.keene.nh.us/community-development. Electronic submissions are encouraged.

☐ 2. All construction documents and plans for the installation of the photovoltaic systems have been reviewed or designed, and sealed by a licensed professional engineer to comply with NH State Building Code. Three (3) sets submitted.

☐ 3. Proposed installation complies with Zoning, Planning Board site plan review, and Historic District requirements (if located in Historic District).

☐ 4. The applicant will comply with other restrictions the City of Keene may not enforce, such as private deed restrictions.

☐ 5. Size of the system in watts or kilowatts: [_____] Size (capacity) of the inverter in watts or kilowatts: [_____]

    Angle (tilt of array): [_____] Azimuth (the angle of the array in relation to the sun): [_____]

☐ 6. THREE (3) copies of equipment manufacturer's specifications and installation instructions (panel and inverter).

☐ 7. Equipment must be listed and labeled. Signage details to be provided.

☐ 8. Number of photovoltaic panels to be installed: [_____]

☐ 9. Location of solar panels: [_____]

☐ 10. THREE (3) sets of fully dimensioned construction plans of the following drawn to scale and legible:

    ☐ A detailed site plan that shows all property lines indicating length, metes and bounds, building lines, easements, and north arrow. Also, show the location of existing structures and proposed solar system equipment.

If array is *roof mounted:*

☐ 1. Building code information about building the photovoltaic system will be attached to, if applicable.

    ☐ Occupancy group [_____] ☐ Number of stories [_____]

    ☐ Construction type [_____] ☐ Fire sprinkler system (select for fully-sprinkled buildings only)

☐ 2. A roof plan that shows existing mechanical and plumbing venting and intake, and location of proposed equipment. This includes access pathways required by Fire Code. For more information, please contact the Community Development Department.

☐ 3. Building elevation showing the total building height with the proposed equipment.

☐ 4. Engineered construction documents or sealed assembly/installation plans of the photovoltaic system.

☐ 5. Engineered construction documents of the photovoltaic systems' connection to the structure of the building, if applicable. Construction documents shall include, but are not limited to, framing plans for any structural upgrades needed.

☐ 6. Line diagram showing the array configuration, array wiring, combiner/junction box, conduit/wiring from array to inverter, DC grounding system, disconnecting means, inverter, conduit/wiring from inverter to utility point of connection, AC grounding and system grounding, point of connection attachment method.

If array is *ground mounted:*

☐ 1. Show array supports, framing members, and foundation posts and footings.

☐ 2. Provide information on mounting structure(s) construction. Engineering calculations by a design professional may be required.

☐ 3. Show detail on module attachment method to mounting structure. Gravity loads and wind uplift must be addressed by design.

Notes:

- All documents submitted for review must have a minimum text size of 3/32" and a minimum drawing sheet size of 11"x17" and a maximum drawing sheet size of 36"x48," "E" size.
- Additional information required by the Building Official may be necessary for the issuance of the permit.
- Multiple inspections will be required, including, but not limited, to: footing/foundation, framing/structural upgrades, labeling, grounding, and rapid shutdown/disconnect.