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DEPARTMENT OF PUBLIC WORKS
10 COMMERCE COURT
VERONA, NEW JERSEY 07044

Construction Official 880 Bloomfield Avenue, Verona, NJ 07044 973-857-4834 (f)973-857-5134

Solar Photovoltaic (PV) System Permitting Checklist

The basic, pre-submittal checklist below contains the minimum information and project plan details required to be submitted to the Verona Building Department when applying to install a solar photovoltaic (PV) system (residential or small commercial). The intent of using the checklist is to provide transparent and well-defined information to minimize the number of required revisions and expedite the application review process.

Codes and Design Criteria;

The Township of Verona has adopted the following codes: 2018 International Residential Code(IRC) New Jersey Edition, 2017 National Electrical Code

The following local design criteria should be used: maximum wind speed of 105 mph (3 sec gust), snow load of 25 psf, frost depth of 36 inch minimum, maximum assumable soil bearing capacity depends on soil type

Required Permits:

Residential - Electrical Permit
 Building Permit

Commercial - Electrical Permit
 Building Permit
 Fire Permit
 Zoning Permit (through Zoning Officer Kathleen Miesch)

Additional Required Documents:

Site Plan & Electrical Diagram (Residential & Commercial): Two (2) signed and sealed copies of plans from a New Jersey licensed architect/engineer referencing current codes, showing PV array configuration with required pathways in compliance with IRC fire setback requirements (needs no separate fire service review), wiring system, overcurrent protection, inverter, disconnects, required signs, AC connection to building, attachment detail for roof mounted or footing details for ground mounted, and referencing snow loads and wind loads. The Site Plan should show the location of major components of the property. The site plan drawing need not be exactly to scale, but it should represent relative location of components at site. The Electrical diagram/worksheets should show

PV system configurations, wiring system, overcurrent protection, inverter, disconnects, required signs, and AC connection to the building.

Specification Sheets & Installation Manuals (Residential and Commercial) – Include specification sheets and installation manuals for all manufactured components including, but not limited to PV modules, inverters, combiner box,, disconnects, and mounting systems.

Contractor Requirements:

Contractors must maintain up to date licenses as follows: HIC license with State of New Jersey, Electrical License with the State of New Jersey

Permit Fees:

Building Permit – Residential flat fee \$65 Commercial fee \$25/\$1000 worth of work
Electrical Permit fees follow the N.J.A.C. 5:23-4.20iii(1)
DCA state fee \$1.90/\$1000 worth of work

Complete fee schedule can be found on the township website www.veronanj.org under the codes in chapter A565.

Submit Permit Application:

Physical permit packets can be dropped off to the Building Department in the drop-off bin at the Verona Community Center, 880 Bloomfield Avenue, inside the front doors that face Linn Drive.

Review Process Timeline:

The Township of Verona Building Department is committed to providing timely review of solar PV permit applications. Best efforts are made to review complete one and two-family dwelling solar permit applications within three (3) to five (5) business days and commercial/non-residential permit applications within ten (10) business days. These turnaround times are typical and not guaranteed. The Building Department has a staff of full and part-time dedicated individuals, but limited work hours, workloads, vacations and sick leave along with other unforeseen issues that may arise can cause unforeseen delays that may impact turnaround time.

Certain circumstances can prolong the permit turnaround time including:

- Applicant does not submit all required information
- Contractor applying for permit is not a licensed contractor
- Equipment is not listed

Permit Status:

Permit Expiration:

Failure to start the work or progress with work authorized by an issued permit within twelve (12) month period renders the permit void and a new permit must be obtained.

Scheduling an inspection:

To schedule an inspection please contact the Building Department at 973-857-4834. When scheduling please have your permit number and work site location address available. The inspection schedule may be viewed on the township website www.veronanj.org under Building & Code Enforcement.

A solar PV system requires multiple inspections depending on the scope of the work:

- Building: framing(depending on work being done), final
- Electrical: final

Contact Information:

Building Department -

Phone #: 973-857-4834 or 973-857-4835

Fax #: 973-857-5134

Email: inspectors@veronanj.org

Address: Verona Community Center, 880 Bloomfield Avenue, Verona, NJ 07044

Hours of Operation: 8:30 am – 4:30pm Monday through Friday

Construction Official – Thomas Jacobsen, C.P. M.

Phone #: 973-857-4836

Fax #: 973-857-5134

Email: tjacobsen@veronanj.org

Zoning Official – Kathleen Miesch

Phone #: 973-857-4772

Email: kmiesch@veronanj.org

Address: Engineering/Zoning Department, 880 Bloomfield Avenue

Hours of Operation: 8:30 am – 4:30 pm Monday through Friday