

CITY OF BOSTON SOLAR PERMITTING HANDBOOK 2013



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FIRST is the property located in a historic district of Boston or in NSTAR's area network? Visit <http://gis.cityofboston.gov/solarboston> to find out.

YES Systems located within either of these regions may be subject to additional permitting, zoning, or interconnection requirements. Contact ISD or NSTAR to find out more.

NO File for an electrical permit through ISD before applying for a building permit. Electrical permits are typically issued the same day as the application.

SECOND Is the residential property with 3 units or fewer?

YES Residential projects with 3 units or fewer should use the short-form building permit application.

NO Commercial and industrial projects, as well as residential projects with four or more units should use the long-form building permit application with Fast Track.

THIRD Once the system is installed, apply for NSTAR interconnection. The amount of time and information required for the utility interconnection application depends on the size and certification of the solar facility as well as the type of distribution power system to which it interconnects.

MORE INFO can be found at the following links:

NSTAR Interconnection: www.nstaronline.com/residential/rates_tariffs/interconnections/
From the Ground Up -- A Contractor's Guide: <http://www.cityofboston.gov/isd/building/boa/forward.asp>

CITY OF BOSTON
Thomas M. Menino
Mayor

Boston Inspectional Services
Bryan Glascock
Commissioner



take advantage of

FAST TRACK PERMITTING FOR LONG-FORM APPLICANTS WHO QUALIFY

ELIGIBILITY

- Residential buildings with 4 or more units
- Commercial and industrial properties

SYSTEM REQUIREMENTS for FAST TRACK

- Uses solar photovoltaic or solar thermal technology
- Accessory use
- Roof-mounted
- Stand alone project (i.e. not part of a larger construction or renovation)
- Conforms to underlying zoning code

THE FAST TRACK ADVANTAGE

- Speeds up the approval of applications for solar PV permits
- Allows the City to keep pace with a growing solar market
- Devotes more resources to complex applications and priority projects (e.g. new housing)

SUBMISSION MATERIALS

- Letter from a professional engineer indicating the roof is able to support the load of the system
- Stamped survey showing where the system is located on the roof
- A cost and control affidavit, which is generally completed by a licensed construction professional and attests that they will oversee and verify system construction in accordance with local engineering and code specifications
- Drawings of the mounting system, which are typically provided by the manufacturer
- Proof of workman's compensation insurance
- A copy of the contract with the building owner

quick reference

SHORT-FORM BUILDING PERMIT

ELIGIBILITY

- Residential buildings with 3 units or fewer

ON THE APPLICATION

- Note the occupancy type of the building
- Designate the work type as "solar"
- Enter estimated project costs
- Describe the size (kW) and location of the system in the comments section

ADDITIONAL MATERIALS

- Stamped survey showing where the system is located on the roof along with roof structural drawings
- Manufacturer's drawings of the mounting system
- Proof of workman's compensation insurance
- Copy of the contract with the homeowner OR homeowner waiver form (if homeowner is applicant)

7 fast track offers
SEVEN DAY
TURNAROUND
for permit approval

* 7 business days

get started:

[https://onlinepermitsandlicenses.
cityofboston.gov/isdpermits/](https://onlinepermitsandlicenses.cityofboston.gov/isdpermits/)

the short-form can be completed
ENTIRELY ONLINE
has **SAME-DAY**
& **TURNAROUND**