

**CUSTOMER ASSISTANCE GUIDE  
PERMIT APPLICATION SUBMITTAL REQUIREMENTS**

**SOLAR ARRAYS**

- Please read all of the following information.
- The following is a check list. You must have a "checkmark" in all the sections listed below prior to submitting your application.

\_\_\_\_\_ "Affidavit of Exemption" (See attached form) If you are hiring a contractor to construct your structure, and they have workers' compensation, have the contractor or their insurance carrier provide us with a "Certificate of Insurance" showing proof of such. If the homeowner or a contractor without workers' compensation is constructing the structure, the attached form must be completed and notarized.

\_\_\_\_\_ 2 (two) complete sets of drawings that show the design and construction including all material and system components.

\_\_\_\_\_ Site plan showing location of major components on the property: This drawing need not be exactly to scale, but it should represent relative location of components and structures at site.

\_\_\_\_\_ Electrical worksheets showing PV array configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, and utility interconnection detail. Include a three line diagram. Wiring shall be in compliance with the National Electrical Code, specifically Articles 690 and 705.

\_\_\_\_\_ Specification sheets and installation manuals (if available) for all major PV system components such as, PV modules, dc-to-dc converters, inverters, and mounting systems.

\_\_\_\_\_ Where a solar array is installed on an existing structure, provide an engineering report from a Pennsylvania registered design professional verifying that the structure will safely support the additional load in compliance with International Residential Code Section R301.1. Provide an attachment detail.

\_\_\_\_\_ Workers compensation insurance certificate or an affidavit of exemption.

\_\_\_\_\_ Completed permit application.

MDIA will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be marked "approved". A permit will be issued and the applicant will be notified of the inspection fees and when they can pick-up the permit at the Municipal Building. All fees shall be paid prior to the issuance of the permit. Then use the inspection procedures provided to have all of the required inspections performed.



Safe digging is  
no accident!

Know what's  
below.

Dial 8-1-1  
before you dig.



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www.pa811.org

#### TEMPORARY MARKING GUIDELINES

Color	Proposed Excavation
WHITE	Temporary Survey Markings
PINK	Electric Metering, Cables, and Piping
RED	Gas, Oil, Steam, Petroleum or Hazardous Materials
YELLOW	Communication, Alarm or Signal Lines, Cables or Conduits and Traffic Lights
ORANGE	Potable Water
BLUE	Sanitary Sewer, Storm and Storm Sewer
PURPLE	Rockhead Water, Irrigation and Slurry Walls
GREEN	Sewers and Drain Lines

The following information is needed when you call PA One Call System.

#### YOUR TELEPHONE NUMBER

**YOUR MAILING ADDRESS** - The name of the county where the work will take place.  
**CITY, TOWNSHIP OR BOROUGH** where the work will take place.

**THE ADDRESS WHERE THE WORK WILL TAKE PLACE** - The nearest intersecting street to the work site.

**THE NAME OF A SECOND INTERSECTION NEAR THE WORK SITE** - If applicable.

**IS THE WORK BEING DONE AT THE INTERSECTION?** - Yes or No.

**OTHER INFORMATION THAT WOULD HELP THE LOCATOR FIND THE SITE** - Clarifying information to specify the exact location of the dig.

**THE TYPE OF WORK BEING DONE** - Specify the work to be done.

**WHETHER THE WORK WILL TAKE PLACE IN:** Street, Alley, or Driveway.

**THE APPROXIMATE DEPTH YOU ARE DIGGING** - The approximate size of the opening, the length and width or diameter.

**THE METHOD OF EXCAVATION** - How will the earth be removed?

**WHO IS THE WORK BEING DONE FOR?** - The contractor.

**QUESTIONS** - The contractor's name and contact information.

**THE CONTACT PERSON'S PHONE NUMBER** - The phone number with area code for daytime contact.

**THE BEST TIME TO CALL** - The contractor's preferred time to call.

**FAX NUMBER AND/OR EMAIL ADDRESS** - The contractor's preferred method of communication.

**SCHEDULED EXCAVATION DATE AND START TIME** - The date and time the work is scheduled to begin.

**DURATION OF A JOB** - How long will the job take?

**ANY ADDITIONAL REMARKS YOU MAY HAVE** - Any other information relevant to the excavation.

You will be given a 10 digit earth number as confirmation of your call and our system will send you the responses from the utilities on the morning of your scheduled excavation date via fax or email.

## What do we do?

We are the "Call before you dig!" company for all of Pennsylvania. If you plan to disturb the earth with powered equipment, you are required by Pennsylvania law to notify the underground utility companies of your intent to do so. Notification occurs by calling 8-1-1 or 1-800-242-1776, 24 hours of the day, every day of the year. Notification can also be done on our website at [www.paonecall.org](http://www.paonecall.org).

We will then notify the utility companies nearby of your intent to dig. The utility companies are responsible to mark where their underground lines are located with colored flags, paint or chalk.

### Please Note:

- PA One Call does not mark utility lines.
- In some cases, the utility company may not mark the service lines you own.
- If you need your sewer drain cleared be sure to check [www.paonecall.org/crosstore](http://www.paonecall.org/crosstore) for Call Before You Clear information or call 811 for more information.

## Homeowner Quick Tips

- One easy phone call to 8-1-1 three to ten business days before digging begins helps keep your neighborhood safe.
- Call on Monday or Tuesday if you plan to dig on Saturday or Sunday.
- The utility companies will mark where their underground lines are located with colored paint, flags or chalk.
- Do not remove the flags if you see them in your yard.
- Our service is no cost to homeowners.
- Did you hire someone to install your fence, deck or new patio? Ask to see the **PA One Call** serial number before allowing them to dig on your property.

## The Excavator's Responsibility

- Dial 8-1-1 or 1-800-242-1776.
- Do not allow anyone to excavate on your property without calling.
- Always look for the markings on the ground before your dig date.
- If you do not see markings, do not allow anyone to dig. Wait for the lines to be marked by the utility.
- Whoever places the call will receive an email or fax with a list of facility owners who have marked or have not marked.
- Pay attention to this message.
- Respect the markings by not removing flags or disturbing the actual markings.
- Exercise care around the marked lines by hand digging.
- When the project is complete, the excavator should remove the flags or marks from the ground or pavement.
- Report mishaps by dialing 8-1-1. Report emergencies by dialing 9-1-1.



For more information, visit [www.pa811.org](http://www.pa811.org)

**THIS FORM REQUIRES A NOTARY SEAL**

**AFFIDAVIT OF EXEMPTION**

The undersigned affirm that he/she is not required to provide workers compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

\_\_\_\_\_ Property owner performing own work. If property owner does hire contractor to perform any work pursuant to building permit, contractor must provide proof of workers' compensation insurance to the municipality. Homeowner assumes liability for contractor compliance with this requirement.

\_\_\_\_\_ Contractor has no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the municipality.

\_\_\_\_\_ Religious exemption under the Workers' Compensation Law. All employees of contractor are exempt from workers' compensation insurance (attach copies of religious exemption letter for all employees).

\_\_\_\_\_  
Signature of Applicant

County of \_\_\_\_\_

Municipality of \_\_\_\_\_

Subscribed, sworn to and  
acknowledged before me by the above  
\_\_\_\_\_ this \_\_\_\_\_ Day  
of \_\_\_\_\_  
20 \_\_\_\_\_.

**SEAL**

\_\_\_\_\_  
**Notary Public**