

Canterbury Solar Photovoltaic (PV) System Permitting Checklist

The checklist below contains the minimum information and project plan details required to be submitted to Town of Canterbury when applying for a permit to install a solar photovoltaic (PV) system. The intent of using the checklist is to minimize required revisions, improve application quality, and accelerate the application process.

A permit must be obtained prior to the start of any work. Complete the following permit application form(s) and submit any additional required documents or fees to: Town of Canterbury, PO Box 500, Canterbury, NH 03224 --OR-- hand-deliver during business hours to Town Offices, 10 Hackleboro Road, Canterbury, NH 03224.

Town Offices: 603-783-9955. Office Hours: Mon. and Wed., 9 to 1; Thur. 10 to 2.

Required Permits

Residential Solar PV System:

- Electrical Permit (Link to application is [here](#). Link to homeowner electrical permit is [here](#).)
 - Building Permit (Link to application is [here](#).)
- Note: Permit fees are based on time spent in review of designs, permit processing, and inspections.

Commercial/non-residential Solar PV System:

- Electrical Permit (Link to application is [here](#). Link to homeowner electrical permit is [here](#).)
- Building Permit (Link to application is [here](#).)
- Planning Board Approval. Apply to PB for Site Plan Review (link to application is [here](#)).

NOTE:

- Rooftop solar applicants need only answer section 1 and 2 of the building permit.
- Ground Mount solar applicants must answer sections 1 through 6 of the building permit.

Solar PV system in Center Historic District requires approval from the Historic District Commission.

- Zoning Map showing the Center Historic District (link to map is [here](#).)
- Application for Historic District changes (link to application is [here](#).)

Additional Required Documents

- Site Plan: The site plan should show the location of major components on the property. The site plan drawing need not be exactly to scale, but it should represent relative location of components at the site. **Note:** A site plan includes a detailed description of the property, building, and panels placement. Any reputable solar installer will supply this information.
- Electrical Diagram: Electrical diagram/worksheets should show PV and energy storage system configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, and AC connection to the building.
- Specification sheets and installation manuals (if available): for all manufactured components including, but not limited to, PV modules, inverter(s), combiner box, disconnects, and mounting system.

Time needed for Permit Approval:

Building Permit: 5 days // Electrical Permit: 5 days

Scheduling an Inspection and the Inspection Process:

To schedule an inspection please call 603-783-9033. Typically, inspections are completed within 5 days.

Inspections required:

A residential solar PV system requires 1 inspection.