



TOWN OF EXETER, NEW HAMPSHIRE

10 FRONT STREET • EXETER, NH • 03833-3792 • (603) 778-0591 • FAX 772-4709

www.exeternh.gov

Solar Photovoltaic (PV) System Permitting Checklist

The pre-submittal checklist below contains the minimum information and project plan details required to be submitted to Exeter Building Department when applying for a permit to install a residential/commercial accessory rooftop or ground-mounted solar (PV) system. For primary use solar, contact our office for any additional requirements. The intent of using the checklist is to provide transparent and well-defined information to minimize the number of required revisions, improve permit application quality, and accelerate the application and review process.

Codes and Design Criteria

The Town of Exeter follows the State-adopted codes which currently is the following code revisions:

- 2021 ICC suite of Building Codes
- 2023 National Electric Code

The following local design criteria should be used:

- Max wind speed: 120 MPH
- Ground snow load: 50 PSF
- Frost depth: 48"
- Maximum assumable soil bearing capacity: 3,000 PSF

Required Permits

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. Permits may be submitted to the Building Department at 10 Front street, Exeter, NH 03833 in person during regular business hours.

Residential Solar PV System:

- ☐ [Electrical Permit](#)
- ☐ [Building Permit](#)

Commercial/non-residential Solar PV System:

- ☐ [Electrical Permit](#)
- ☐ [Building Permit](#)

Additional Required Documents

- ☐ Site Plan
 - 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 site.
 - PV arrays in compliance with [IFC fire setback requirements](#) need no separate fire service review.
- ☐ 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)

- Provide spec sheets and manuals for all manufactured components including, but not limited to, PV modules, inverter(s), combiner box, disconnects, and mounting system
- ☐ Engineers Structural Report
- ☐ Solar arrays must comply with applicable zoning regulations, including setbacks.

Contractor Requirements

- ☐ Licensed Electrician

Permit Fees

See [Fee Schedule](#) (effective 1/1/24)

- ☐ Residential Solar PV Permit - \$50 Application Fee, plus \$5/\$1,000 of total project costs
- ☐ Commercial Solar PV Permit - \$150 Application Fee, plus \$10/\$1,000 of total project costs
- ☐ Electrical Permit - \$50

Submission and Review Process

The Building Department is committed to providing a timely review of solar PV permit applications. Best efforts are made to review completed residential solar permit applications within 2 business days. These turnaround times are typical, not guaranteed, as periodically unforeseen delays, such as sick leave or vacations may impact turnaround time.

- ☐ All required documents can be printed or picked up in person and submitted to our office at 10 Front Street. Electricians must provide their license for inspection.
- ☐ Our office will contact you if additional information is required or once review is complete and your permit is ready to be picked up. Fees must be paid (cash or check) at the time of permit is picked up.
- ☐ Building permits shall be displayed onsite.

Permit Expiration

All permits expire 180 days after date of issue. Failure to start the work authorized by a permit within this six-month period renders the permit invalid. If additional time is needed, applicants can contact our office to renew their permit at no cost.

Scheduling an Inspection and the Inspection Process

To schedule an inspection please call 603-773-6112. Typically, inspections are completed within 24-48 hours.

A residential solar PV system requires 1 inspection for both the building permit and electrical permit. Solar PV system inspection requirements are per code.

Exeter Building and Planning Department

- ☐ Address: 10 Front Street, Exeter NH 03833 (2nd Floor)
- ☐ Phone & Inspection Scheduling: 603-773-6112
- ☐ Office Hours: 8:00 AM – 4:30 PM
- ☐ Inspection Hours: 9:00 AM – 3:30 PM