

Fairfax Fire Department
 15 Goodall Street
 Fairfax, VT 05454
 (802) 849-6075
 fire@fairfax-vt.gov

Solar PV System Installation Checklist

For Office Use	
<input type="checkbox"/> Plans received	<input type="checkbox"/> Planned Setbacks Compliant <input type="checkbox"/> Plans Approved
<input type="checkbox"/> Site Visit Performed	<input type="checkbox"/> Setbacks Verified <input type="checkbox"/> Certificate of Compliance Issued
Checklist ID #	Certificate ID #
Approved Date: / /	Certificate Date: / /
Notes:	
Do not write in space above	

Property / Owner Information
Owners Name:
Street Address:
Contact Information: Phone / email

Solar PV System Installer Information			
Company Name:			
Address:			
Telephone #:			
Email:			
NABCEP Cert. #			
VT Sec of State ID #			
CPG / NMR #			
Weight of panels Per sq. ft.		Number of panels to be installed.	
<input type="checkbox"/> Plans detailing: Layout of Array, Setback Measurements, & Intended Location of Conduit have been submitted with this Checklist. (No obstructions are permitted in Pathways)			

This check list provides testimony to the conditions of an existing roof system that has received a review and evaluation, to verify that it meets the minimum codes and criteria in the State of Vermont, to accept and sustain the additional weight and behaviors caused by adding a flat lying Solar PV System.

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The following parties are approved to complete the form below include; Home Owners, NABCEP Certified Professionals, and Trade Professionals recognized by the VT Secretary of State. This form shall be completed by an authorized representative of installer. Form shall be completed by Home Owner if system is installed as a "DIY" project.

Building Information	
1) <input type="checkbox"/> Pitched Roof: Indicate pitch of roof Note: If less than 3:12 slope, must be approved by Structural Engineer	2) Pitch: _____ : _____ <input type="checkbox"/> Engineer documents enclosed
3) <input type="checkbox"/> Shingled Roof Note: If more than one layer of roof covering, must have documentation from Engineer approving planned installation	4) <input type="checkbox"/> Single layer <input type="checkbox"/> Multiple layers - # of layers _____ <input type="checkbox"/> Engineer documents enclosed
5) <input type="checkbox"/> Metal Roof Type of roof <input type="checkbox"/> Standing Seam <input type="checkbox"/> Corrugated	6) Roof material <input type="checkbox"/> Steel <input type="checkbox"/> Aluminum <input type="checkbox"/> Copper <input type="checkbox"/> Other: _____
7) Type of mounting system:	8) Mounting System: Make: _____ Model: _____
9) Roof Structure: <input type="checkbox"/> Truss <input type="checkbox"/> Dimensional lumber	10) Roof deck material: _____
11) <input type="checkbox"/> Installer affirms that "Eve-to-Ridge" and "Ridgeline" Pathways will be clear of all obstructions. (Including Conduit)	12) <input type="checkbox"/> Installer affirms that Solar PV Installation will not exceed Load Limits of Roof System

Affirmation	
<input type="checkbox"/> Home Owner ** <input type="checkbox"/> NABCEP Certified Professional <input type="checkbox"/> Trade Professional (Secretary of State) ** Home Owner shall complete this form if performing installation themselves	

I, _____;

The undersigned; hereby sworn to as true and signed under the pains and penalties of perjury, certify that the information is accurate and the installation of the Solar PV System is in accordance with the manufactures installation instructions and meets the minimum codes and standards as adopted by the Town of Fairfax. Any installer that places a Building Mounted Solar PV System in service without a Certificate of Compliance from the Town of Fairfax shall be subject to a civil penalty.

Signature: _____ Date: / /