



**Hadley Fire Department  
15 East St., Hadley, MA 01035**



**REQUIRED CHECKLIST FOR:  
Photovoltaic (PV) Plan Review Permit OR Energy Storage System (ESS) Permit**

**Applicant review items & check-off when complete. This checklist must accompany all permit applications.**

**Project Name:**

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**Project Address:**

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**Project Company:**

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**Company Phone:**

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**Company Email:**

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**The information below is in addition to any applicable codes/standards/laws and regulations requirements.**

Applicant	Office Use	Minimum Plan Review Standards
		Completed PERMIT APPLICATION for either PV Plan Review or Energy Storage Systems (ESS) PLUS FEE required at time of plan submittal <b>MAILED</b> to Fire Department.
		Energy Storage Systems (ESS) - require a SITE VISIT, scheduled through the Building Commissioner's office.
		DRAWINGS: Provide clear and legible drawings with CUT SHEETS for this specific residential/commercial structure or stand-alone structure at time of submittal.
		LINES and letters must be dark enough to provide good contrast on paper. Pencil drawings are not acceptable (including corrections or alterations).
		TEXT must be easily read without magnification.
		SCALE: All drawings must be drawn to scale.
		SIZE REQUIREMENTS: Size of drawn plans must be larger than 8 1/2" x 11" letter size & adequate to allow for plan review. Accompanied documents/literature only can be letter-sized.
		Any registered professional who prepares or supervises the preparation and construction documents must stamp and sign such documents.
		Compass direction and clearly marked scale on all plans.
		Provide narrative of the scope of work.
		All applicable codes, standards, laws and/or regulations pertaining to the scope of the project shall be listed on page 1 of the plans.

*(Continued on next page...)*

Applicant	Office Use	Detailed Description of Requirements - All Must Be Included in Plans
		<b>Working Drawings - Floor Plans:</b>
		Site Diagram with location and solar array layout with dimensions
		Roof type and slope.
		Location of conduit MUST BE SHOWN and whether it will be installed in the Attic or on top of the roof.
		<b>System Information:</b>
		Legend showing all symbols, device descriptions, size and type.
		Cut sheets for all equipment being used
		<b>1 Photovoltaic Placard (See example picture):</b>
		Required on all plan submissions.
		Red Background with White Lettering
		North Directional Symbol with Location of Array and Disconnects Matching Directional Symbol
		Current PV Service Provider Name and 24 Hour Emergency Service Phone #
		Street Name and # Labeled in Correct Orientation to the Property

**Please read through the information below and sign before submitting your application:**

**PLAN REVIEWS can take up to 30 business days; see 527 CMR 1.00; section 1.7.12.**

Your application shall be deemed complete only if this checklist is completed and submitted along with the submittal package. Submittals not accompanied by a checklist will not be accepted. Accuracy of the submittal package, including this checklist, is the responsibility of the applicant. Failure to submit an accurate submittal package will be considered an incomplete application by the Plan Reviewer. An incomplete submittal will result in a **HOLD**, resulting in a **resubmittal (new submittal package) being required and a delay in final approval.**

I have checked the application boxes and have included those requirements with our submittal.

Applicant (Print Name): \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR OFFICE USE ONLY:</b>	
Date Received:	_____
Received by:	_____
Date Scanned:	_____
Fee Paid: \$	_____ CASH or Check#:
<b>Date Approved:</b>	_____



*Town of Hadley*  
**Office of the Fire Chief**  
 15 East Street - Hadley, MA - 01035  
 Email Address: [spanknebelm@hadleyma.org](mailto:spanknebelm@hadleyma.org)



Emergency  
911

Business  
(413) 584-0874

Fax  
(413) 582-9053

*Application for Photovoltaic Plan Review-Accessory/Stand Alone Structures*

*On December 9th, 2022 Massachusetts adopted NFPA 1, 2021 Edition, with Massachusetts Amendments. There were significant changes made to Chapters 11 and 52 regarding Photovoltaic (PV) Systems both with and without energy storage. ALL PV systems permitted after 12/9/22 shall follow this code and are to be reviewed by the AHJ of the Fire Department before installation. NFPA 855 shall also be referenced for installations of Energy Storage Systems on accessory structures and stand-alone system.*

Installation Address: \_\_\_\_\_ Owner's Name: \_\_\_\_\_

Installation Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Project Supervisor Name: \_\_\_\_\_ Email Address: \_\_\_\_\_ Office

Phone #: \_\_\_\_\_ Project Supervisor's Cell Phone #: \_\_\_\_\_

Description of Work to be done: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Electrical Pathways to Residential/Commercial Structures Labeled (If Applicable): Y \_\_\_\_\_ N \_\_\_\_\_ Marking

Plan Included: Y \_\_\_\_\_ N \_\_\_\_\_

Estimated project timeframe: \_\_\_\_\_

\*Does the installation include an energy storage system: Y \_\_\_\_\_ N \_\_\_\_\_

Photovoltaic Plan Review and Inspection Fee: \$ 50.00 (made payable to the Town of Hadley)

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Department approval: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS FORM TO BE RETURNED WITH PAYMENT TO THE HADLEY FIRE DEPARTMENT**

Office of the Fire Chief  
15 East St., Hadley, MA 01035

\*If the installation includes an energy storage system, an FP-006 (standard fire department permit) must be filled out, and site survey scheduled in coordination with the Building Commissioner's Office (413-586-7274). The fee for Permit and Site Visit is \$50.00. Please provide check made payable to the Town of Hadley.

## TOWN OF HADLEY—SOLAR PLACARD REQUIREMENTS:

The Hadley Electrical Inspector and Fire Chief have worked jointly to establish the following labeling requirement. Please mimic the example shown below. The placard must be included with the permit applications AND meet NEC 705.10 and ANSI Z535.4-2011 (R2017) as well as all other applicable Codes and Standards including 527 CMR 1.00 Fire Prevention Regulations and referenced NFPA 1-2021 Section 11.12.2.1.6.

**Your placard must be included as part of your submittal with application and plans for Photovoltaic Plan Review as well as Application for Photovoltaic Plan Review-Accessory/Stand Alone Structures for approval.** If the placard does not meet these requirements or there is information missing, it will delay approval of a Plan Review.

### SOLAR PLACARD LABEL should mimic the example below AND INCLUDE:

- The orientation of the home, driveway and street can differ from the example, as long as it coordinates with the North directional symbol.
- The Placard must meet NEC 705.10 and ANSI Z535.4-2011 (R2017) plus include:
- Red background with White lettering. If printing in non-color to save ink, it must be noted on the page that the placard will be “Red background with white lettering.”
- North directional symbol somewhere on the placard and visible.
- PV Service Provider name and phone # to be included, not just blank lines for space as in the example.
- Street label in correct orientation to the property with house # AND street name. Driveway must be shown.

#### EXAMPLE:

