



SOLAR PANELS BUILDING PERMIT CHECKLIST

Kent County Department of Planning, Housing, and Zoning

Kent County Government Center
400 High Street • Chestertown, MD 21620
410-778-7423 (phone) • 410-810-2932 (fax)

Attached you will find the application packet for solar panels project. If you have any questions, please don't hesitate to call the Department of Planning, Housing, and Zoning at 410-778-7423 or our website at <https://www.kentcounty.com/planning/building-permits>.

A completed application and submittal consist of the following:

1. **Permit Fees** - must be submitted with the application.
2. **Kent County Building Permit Application.**
3. **Two (2) sets (hard copies) 11" X 17"** of original Maryland engineer-sealed construction plans. For roof mount projects, include a structural analysis that the roof is capable of supporting the solar panels. Building codes are required to be listed on the construction plans.
4. **Site Plan** - including the location of the well and/or septic and the location of the solar panel disconnect switch.
5. The solar panel company needs to be licensed by the State of Maryland Department of Labor's Maryland Home Improvement Commission. **(MHIC)**.
6. The **Master Electrician** must be registered with Kent County, MD.
7. **Letter of authorization.** Giving permission to submit on behalf of the property owner.

In addition to the County Building Permit, the following permits or approvals may be needed depending on the location of the property: Kent County Environmental Health Department or the Kent County Department of Water and Wastewater

Once the completed application is received, the Department of Planning, Housing, and Zoning will forward the application to other agencies for their review and approval. You may be contacted directly by those agencies with questions concerning your application. Any questions concerning other agency reviews should be directed to that agency.

Once the application is approved, a building permit with a placard will be issued which is to be posted on the property for inspections.

NO WORK CANNOT BEGIN UNTIL THE PERMIT HAS BEEN REVIEWED, APPROVED, & ISSUED.

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1. **Permit Fees:** (Cash or check only)
 - a. **Kent County Building Permit** (check payable to the **County Commissioners of Kent**)
New and/or replacement solar panels: Up to 85KW \$85.00 minimum
If the solar system is over 85 KW, then it is \$1.00 per KW.
 - b. **Kent County Environmental Health:** \$85.00 (separate check payable to the **Kent County Health Department**, if the property is served by a private well and/or private septic).



2. **Kent County Building Permit Application & Instructions:**

Website: <https://www.kentcounty.com/planning/building-permits>

Please pay particular attention to the following:

- Provide all contact and property location information.
- Setbacks measured from proposed solar panels to all four (4) property lines.
- The height of the Structure is the measurement from the roof-mounted solar panels to the ground.
- The builder must have an MHIC license.
- Improvements such as electric (The electrician needs to be registered as a master electrician with Kent County). For Kent County Master Electrician Registration forms, see <https://www.kentcounty.com/planning/plans>

3. **Construction Plans:** Two (2) sets (hard copies) of original sealed Maryland engineer plans. 11 x 17 paper is preferred. For roof mount projects, include a structural analysis that the roof is capable of supporting the solar panels. Building codes are required to be listed on the construction plans. See our web for current building codes at <https://www.kentcounty.com/planning/building-permits> For questions regarding construction plans, please contact our inspection agency, the Middle Department Inspection Agency (MDIA) 410/822-8300. It is best to call before 8:30 a.m. in order to talk with an inspector.

4. **Site Plan:** A site plan must be drawn at a legible scale and should include the following.

Please note a survey may be necessary:

- Size, shape, and dimensions of the property
- Road names and abutting rights-of-way
- Setback/Distance from the proposed project building to all four (4) property lines
- Location of well and septic and distance to the project/building if applicable.
- Locations of Driveways and other entrances to your property
- The 100-foot buffer or expanded buffer, nontidal wetlands, and the nontidal wetland buffer when applicable.
- Easements where applicable
- Floodplain boundaries, if applicable

For permit submittal, we have a drop box outside of the building. It looks like a blue post office box. The building permit application, two sets of construction plans, site plan, authorization letter, and permit fees can be placed in the drop box. Be sure to label the envelope "Planning and Zoning – Permit Application." Another option is to submit the completed application via USPS mail to our below address or you can stop by the office.

Please allow at least **45 days** (not including weekends or holidays) of processing, reviewing, and approving the application before the permit can be issued.

Contact information:

Environmental Health Department, 125 S Lynchburg St., Chestertown, MD	410/778-1350
Kent County Public Works Dept., 709 Morgnec Rd., Chestertown, MD	410/778-2600
Middle Department Inspection Agency (MDIA), Easton, MD	410/822-8300
Permit Specialist – Questions or for Review before submittal	410/778-7475