

APPLICANT NAME		PHONE	
EMAIL ADDRESS		CELL	
PROJECT ADDRESS			

I would like to pay by Credit Card over the phone – Please contact me directly.

### How to Apply

*Electronically:* The documents listed below can be emailed to [solarpermitapps@halifax.ca](mailto:solarpermitapps@halifax.ca). Payment can be made in person or by credit card over the phone. **Do not put credit card information on the application form.** Staff will contact you for payment information by phone once the application has been received.

*In Person:* The documents listed below can be dropped off along with payment at one of the customer service centers listed on the solar brochure.

Once all required documents are received, every effort will be made to review the application within 3 business days.

### Required Documents

- The completed [Solar Roof & Ground Mounted Collectors Brochure](#)
- Construction plans, outlining any changes to the existing structure or plumbing system
- Confirmation that the system is designed to accepted industry standards for your type of system: Solar Hot Water, Solar Air, or Photovoltaic
- An engineered design of how the solar collectors will be mounted to the roof, stamped by a Licensed Professional Engineer registered in the province of Nova Scotia. This design must include mechanical connection details and confirmation that the structure is capable of supporting the installation
- This completed form

### Inspections

All solar installations require both an approved permit and subsequent inspections conducted by the Municipality. All solar installations require an exterior inspection and in addition Solar Hot Water systems require access to the interior. Municipal inspectors are normally available for inspections from approximately 10 AM until 3 PM.

To arrange for an inspection, call the HRM Dispatch line (902-490-7097) and leave a voicemail with the following information:

- Site address
- Permit number
- Type of inspection (Solar)
- Name & phone number of person providing access
- Access arrangement - If prior contact is required to gain access, provide instructions. e.g. "Please call 1 hour ahead for access"

As an alternative to calling, contractors can register to book inspections online using the [Contractors Desk](#).

SIGNATURE		DATE	
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By checking here, I hereby certify that I make this application with the full knowledge and approval of the property owner.