

Telephone: (508) 764-5412
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Inspection Services
41 Elm Street

TOWN OF SOUTHBRIDGE
SOUTHBRIDGE, MASSACHUSETTS 01550-2638

JOINT MEMORANDUM

12/20/2023

RE: Rooftop Solar Installations

Please be advised starting 01/01/2024 the inspection process will have a few changes.

- Onsite you must have the building permit card **and** a copy of the plans available for inspectors to reference onsite.
- Please note: The Fire Access Pathways must be clear, including no vents or conduit. The overhead must also be clear.
- For all ESS, a permit must be filed with the Fire Department. No final inspection will take place unless ESS is permitted with the Fire Department.
- For an electrical rough inspection, please call into the office at 508-764-5412.
- After the electrical rough inspection, a photo must be sent to kmerrick@southbridgemass.org showing the Fire Access Pathways and the Conduit Flashing (when conduit goes through the roof)
- Solar installations are inspected by the Electrical, Building, and Fire Inspectors. The final inspections will take place on Thursdays between 2pm and 4pm. A representative must be onsite. Please call 508-764-5412 to book this final inspection.
- Structural Upgrades are visually inspected and access must be available.

Michael Julian
Building Official
Zoning Officer
Town of Southbridge

Handwritten signature of Michael Julian in blue ink.

Steve Lavoie
Lt. Fire Inspector
Town of Southbridge

Handwritten signature of Steve Lavoie in blue ink.