

**Solar Energy Tax Exemption**  
**Town of Herndon – Building Inspections**  
777 Lynn Street 2<sup>nd</sup> Floor, Herndon, VA 20170  
Telephone (703) 435-6850 Fax (703) 318-8492  
E-Mail: buildinginspections@herndon-va.gov



Pursuant to § 58.1-3661 of the Code of Virginia, \_\_\_\_\_  
(Applicant's Name)

hereby makes application for certification for tax exemption of solar energy equipment.  
Facilities or devices

located at: \_\_\_\_\_  
(Street Address)  
\_\_\_\_\_  
(City) (State) (Zip Code)

and hereby submits the following information and documents:

Owner's Name: \_\_\_\_\_  
Owner's Phone: \_\_\_\_\_  
Tax Map ID: \_\_\_\_\_

1. A copy of the plans, specifications, and drawings of the solar energy equipment, facilities or devices for which certification is requested.
2. A brief narrative description of the function of the solar energy equipment, facilities, or devices.
3. The cost of the installed solar energy equipment, facilities or devices (materials and labor) and documentation of such costs.

Total costs of installed solar energy equipment, facilities, or devices: \$ \_\_\_\_\_

\_\_\_\_\_  
(Applicant's Signature) (Date)

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(Town Use Only)

This is to certify that the solar energy equipment, facility or device described herein complies with the criteria set forth in 13 VAC 5-200-10 *et seq.* of the Virginia Administrative Code. The listed equipment has been inspected for compliance with the Uniform Statewide Building Code and has been installed for the purpose for which the equipment is intended.

\_\_\_\_\_  
(Town of Herndon Department of Public Works Building Officials Signature) (Date)

Once certified by The Town of Herndon this application will need to be submitted to the Department of Tax Administration for review of the cost associated with the installation and equipment, and the calculation of the value of tax credit pursuant to §58.1-3661 of the Code of Virginia and the Town of Herndon Code. The Department of Tax Administration will issue a letter to the applicant. This letter will explain the calculation of the value of the tax credit and the time period for which the tax credit will apply. Please contact the Department of Tax Administration at 703-222-8234 if you have questions about the process.