



Sept 2024

Solar PV Permit Guidelines

PERMIT FOR CONSTRUCTION: A building permit must be obtained before the installation of any solar PV system. A licensed electrical contractor shall be listed on the permit for construction.

PLAN REVIEW SUBMITTAL REQUIREMENTS

Plan Review Required: The department goal is to process applications within seven (7) business days and the time sequence begins the business day after all required and completed documents are submitted.

Application: The application for a PV System permit shall list the general contractor and/or licensed electrical contractor. A property owner who lists themselves as the contractor shall be required to meet the same requirements as a general contractor, including application and registration.

Plans Required: The following plans shall be included with submittals for review:

- 1) **Site Plan:** A current property survey or hand-drawn plan that shows the structure or ground location on which the solar panels will be located. For ground-mounted systems, the installation cannot be located within any portion of an easement unless an encroachment agreement is executed.
- 2) **Roof Plans (for roof-mounted equipment only) -** Two separate plans that illustrate:
 - a) Roof layout (as viewed from above) that includes valleys, hips, ridges, etc. All solar panel/module locations shall be shown including required setbacks and access from eaves, ridges, valleys, roof edges, etc.
 - b) Side view detail which identifies roof slope, solar PV system mounting, and distance between module and roof surface
- 3) **Electrical Plan:** A line diagram that identifies the following:
 - a) AC and/or DC circuit arc fault protection as required by the National Electric Code
 - b) Inverter listed to UL 62109 or UL 1741 safety standard; photovoltaic module(s) listed to UL 61730 safety standard; equipment listings from a nationally recognized testing laboratory
 - c) Inverter AC output disconnect location, utility disconnect location, and AC output overcurrent protection device rating
 - d) Location of combiner box(s), disconnect switch, size of source circuit overcurrent protection (where required)
 - e) Service panel bus rating and main circuit breaker/fuse ampere rating
 - f) Circuit diagram with conduit, wire type and sizes, and/or cable type and wire sizes
 - g) Equipment grounding and bonding conductors, and grounding electrode conductor (if applicable)
 - h) Battery disconnect and overcurrent protection (if applicable)
 - i) List of all appropriate labels and markings per NEC and IFC requirements
 - j) Solar electrical plans must be sealed by the PE is an Electrical Engineer who created the plans OR the Master Electrician who created the plans (name, license, signature).
 - k) MC4 connectors required and noted on plans.

- 4) Framing Plan:** Shall identify the following components supporting the installation:
- a)** Rafters or joists, including spacing, sizing and materials, used to support the imposed loads
 - b)** Attachment point locations
 - c)** Identification of existing HVAC equipment in the attic that is suspended from rafters or joists used to support new solar panels/modules
 - d)** Identify required walk path.

INSPECTION SCHEDULING: (Solar PV Final Inspection)

- 1)** All inspections are scheduled online using CSS with your contractor sign-in information.

CODE REQUIREMENTS: Installations shall comply with:

- 1) 2018 International Fire Code (IFC)
- 2) 2020 National Electric Code
- 3) 2018 International Building/Residential Code (IBC/IRC)



Solar PV System Permit Application

Property Owner Information		Applicant/Contractor Information	
Project Address		Solar PV System Contractor (Co. Name)	
Lot	Block	Applicant Name	
Subdivision		Applicant Email	
Property Owner Name		Applicant Phone	
Property Owner Address		Field contact person (if different than above)	
City / State / Zip		Cell phone:	
<u>Type of Application</u>	<u>Equipment Standard</u>	<u>PV System Weight/Arrangement</u>	
<input type="checkbox"/> Residential	Solar equipment make, model, and racking system are certified to UL 2703 Photovoltaic equipment is certified to UL 61730/1703 Inverters are certified to UL 1741/62109	1) Total system weight per square foot (lbs):	
<input type="checkbox"/> Commercial		2) Weight per attachment point (lbs):	
<u>Type of Solar PV System</u>		3) Number of attachment points:	
<input type="checkbox"/> Rooftop		4) Max. spacing between attachment points (in.):	
<input type="checkbox"/> Ground Mount		5) Total surface area of modules (sq. ft.):	
<input type="checkbox"/> Other		6) Total weight of modules and rails (lbs):	
Electrical Engineer sealed documents shall be required.			
Applicant Signature			
Printed Name		Signature	

The owner's signature below is an acknowledgement that a contract exists between the owner and the general contractor. The city is not a party to the contract and only reviews and inspects the project for compliance with adopted codes. Any disputes between the parties does not involve the city or its staff. The permit belongs to the applicant and no other permits will be issued for the same scope of work until the existing permit is final, canceled, expired, or transferred by the applicant.

Owner Information	
Printed Name	Phone
Signature	