

Solar Photovoltaic Installation Permitting Checklist

In order to process your permit application in an expeditious manner you must provide *all* the required information regarding your proposal. Incomplete applications will take significantly longer to process.

The applicant (owner or system installer on behalf of owner) must complete the following steps:

- Complete the solar PV permit application form: link
- Submitting a solar PV permit application will cover applying for both building and electrical permits, so please assemble the following supporting documents:
 - Site Plan showing location of major components on the property or roof
 - Sealed structural analysis of roof (required for roof-mounted systems only)
 - Electrical One-Line Diagram (attached to electric permit)
 - Attachment and/or Mounting Details
 - Solar PV Module Specification Sheet
 - Inverter Specification Sheet
 - Inverter Instruction manual
 - Pole or Ground Mount Information (if applicable)
- Assemble fees for building permit, note the following:
 - o These fees are list at (link)
 - o Fees are Due by:
 - o Accepted methods of payment include:
- Assemble fees for electrical permit, note the following:
 - o These fees are listed at (link)
 - o Fees are Due by:
 - o Accepted methods of payment include:
- Prepare for method of delivery and submit application. Acceptable delivery methods to submit application include:
 - o Email all materials to:
 - o Mail all materials to:
 - o Deliver in person at:
 - o Hours of operation:

As specified in the permit applications, contractors must be registered with _____. Electrical contractor must have a license with _____.

After receiving a permit, the applicant may proceed with installation of the solar PV system. All permits must be posted in a visible location as instructed.

Once the system installation is complete, please contact _____ to schedule an electrical inspection. Please contact _____ to schedule a building inspection.

If you have any questions, please call _____.