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 __________.