

Electrical Permit Application Requirement List

Solar Photovoltaic

The following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible and precise. Please include a completed copy of this checklist with the permit application.

A Master Electrician is required to apply for the Electrical permit. Applications must include plans prepared to professional drafting standards and require a pre-screen check prior to formal acceptance. Applications that fail to meet pre-screen standards will not be accepted and will require amendments and resubmission.

Requirement Checklist:	
Electrical permit application submitted by a Master Electrician.	<input type="checkbox"/>
Building permit application required if the solar panel is attached to a structure/building.	<input type="checkbox"/>
Letter of authorization from condo board (installations in condominiums require a letter of authorization from the condo board).	<input type="checkbox"/>
System component specification sheets for: Collector (s) Inverter (s) Controller (s)	<input type="checkbox"/>
Rack (roof or wall) / ballast detail or specification sheets, including installed system weight.	<input type="checkbox"/>
Schematics or a site-specific Single Line Diagram of the system layout showing the warning labeling (with its location), the number and size of conductors, as well as the grounding and bonding of the components.	<input type="checkbox"/>
Total kW capacity of collectors.	<input type="checkbox"/>
Permit fee – application permit fee is based upon market costs of your project (entire solar PV system project, labor, material, and equipment). Rental or leased systems are also to be factored at market value.	<input type="checkbox"/>

System components and their installation must comply with applicable codes, standards and regulations.

To further expedite the review and approval process, please ensure that all Part 3 structure plans, elevations, details and schematics have been prepared by a professional engineer. Sketches are allowed only on applicable Part 9 structures or where permitted. Sketches are to be clear, legible, and precisely dimensioned.

For grid tie-in systems, all applications for interconnection of PV system(s) with utility must be submitted to the service provider.

Further Information:

Planning and Development Services
 780-464-8080