



Application
Solar Permit Application
(Please Type or Print)

PERMIT NUMBER: _____

OWNER: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
PHONE: _____
EMAIL: _____

CONTRACTOR: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
PHONE: _____
EMAIL: _____

SITE ADDRESS: _____ Project Valuation: \$ _____

Building Type:

Single Family ☐ Duplex ☐ Multi-Family ☐ Commercial ☐ Other ☐

New or Existing PV System:

New System ☐
Additional System ☐
System Replacement ☐

PV System Type:

Roof Mount ☐
Ground Mount ☐
Other ☐

Inverter Configuration:

String Inverter ☐
String Inverter w/DC Converters ☐
Microinverters or AC Modules ☐

Total System size: _____ kW DC

Project Description:

I (we) the undersigned hereby do certify that the information contained herein and attached hereto is true and correct to the best of my (our) knowledge and agree to comply with all ordinances and laws regulating building construction. I (we) acknowledge that building permits will not be issued until plans are approved by the City, and that the approved permit is only for the work/structures specifically described; no additional work or structures are allowed unless submitted separately for review and approval.

Contractor(s) Signature: _____ Date: _____

Owner(s) Signature: _____ Date: _____

There is a minimum of 10 working days for plan review. The 10-day time line will restart when any new piece of information is submitted.



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Checklist

- ☐ Solar Permit application(s):
- ☐ Roof load calculations
- ☐ ***new requirement*** Percentage of solar array system that covers total plan roof view
- ☐ Electrical-number of:
 - ☐ Panels
 - ☐ J boxes
 - ☐ Power Optimizers or micro inverters
 - ☐ Inverters
 - ☐ Disconnects
 - ☐ Main Panels
 - ☐ Meter with conduit
 - ☐ Conductor Size
- ☐ Backup System
- ☐ Transfer Switch
- ☐ Racking system with attachment detail
- ☐ Drawing of Panel arrangement showing 3' clear path on each side of panels and across peak
- ☐ Submittals of panels, inverters, power optimizers or micro inverters and rack system
- ☐ Means of rapid shutdown
- ☐ System electrical specifications including:
 - ☐ DC Circuit string
 - ☐ Strings in parallel
 - ☐ Number of modules per MPPT
 - ☐ Power rating per MPPT (STC)
 - ☐ Total module number and STC rating of array (watts)
- ☐ Conductor size calculations
- ☐ Label schematic
- ☐ Directory schematic if necessary
- ☐ One Line Electrical schematic
- ☐ Photos of attic space and electrical service panel

Note: If electrical service upgrades are necessary, an electrical permit must be obtained prior to solar permit issuance.

Applicant's Verification: _____ **Date:** _____