



APPLICATION CHECKLIST

PHOTOVOLTAIC SOLAR SYSTEM

SUBMITTAL REQUIREMENTS

- Completed application
- Owner authorization letter if applicable
- Submittal fee
- Site Plan (2 sets)
 - o Lot lines
 - o Existing structures
 - o Size and location of proposed structure dimensioned from lot lines and between structures
- Electrical diagram (2 sets)
- Manufacturer's information for equipment/hardware (2 sets)
- Exterior elevation(s) as necessary to show the proposed solar panels (2 sets)
- Structural Design Analysis - including the solar panel modules and the mounting system (2 sets)
 - Residential:
 - o Include uplift information from the panel grouping area in pounds and for maximum wind load
 - o Identify the pullout strength per connector in pounds and show the required number of connectors
 - o Must be signed and sealed by a Registered Engineer when the following weight loads are exceeded:
 - Distribution weight load - 4 pounds per square foot
 - Point load per attachment - 40 pounds
 - Commercial:
 - o Signed and sealed by a Registered Engineer
 - o A letter from the applicable electric utility provider authorizing the installation of a solar-powered photovoltaic electric cogeneration system at the proposed address. (prior to final inspection)

FOR OFFICIAL USE ONLY

Permit No. _____

Date Received _____