



CONTRACTOR NEW MASTER SOLAR PANEL APPLICATION CHECKLIST

Applicant must provide all applicable documents to submit application for plan review

- Map Parcel Numbers from Real Estate Tax Receipt **OR** Recorded Deed to property
- County Road _____ New Entrance Required? () Yes () No
- Affidavit from owner if deed is not recorded in applicant/proposed owner's name
- Property located in a designated flood hazard area () Yes () No *(If yes, a flood development permit application may need to be submitted for approval)*

- Completed Building Permit Application & \$40.00 Initial Application Fee *(which will be deducted from final cost of permit when application is approved and ready for pickup)*

Four sets of complete documentation including:

- Solar Panel specifications
- Invertor specifications
- Rack specifications (Engineering for supporting piers including uplift / lateral resistance and supporting racking if ground mounted)
- A Master plan name for the system _____ *(i.e., Canadian1a, or Suniva1b – with a, b being differential of ground, or roof systems)*

Items below will be required for each new location and the initial application:

- Two Copies of Engineering approving roof trusses or rafters for additional load *(if roof mounted)*
- Two Copies of Engineering approving depth, size, etc. of piers or slab *(if ground mounted)*
- Two Copies of Panel layout
- Two Copies of One-Line Diagram *(or other information submitted to Utility Company)*
- Two sets of complete site plans drawn to scale: (if ground mounted)
 - *Up to 1 acre can use scale -1" =10' to 1" =60' -- over 1 acre can use scale up to 1" =100'. (Must be in increments of 10 only)*
 - *Include location & dimensions of existing structures, distance from lot lines & between structures*
 - *Location & width of any easements and/or right of way*
 - *Location & dimension of the proposed structure; distance from property lines & existing structures*

****Note: All applications and plans will go to plan review for further inspection of detail before approval will be granted for issuance. Other items or detail not designated above may be required.**

****Note: A Copy of Master Plans and supporting documentation must remain at jobsite throughout duration of construction project and for inspections. Any deviations from approved plans must be resubmitted as new Master Plan or an addendum (as approved by Building Official).**