



## SOLAR PANEL APPLICATION CHECKLIST

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

- Map Parcel Numbers from Real Estate Tax Receipt
- Recorded Deed to property
- 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 with all applicable Contractors (Electrical) signed onto permit application plus an Initial \$40.00 Application Fee (this will be deducted from final cost of permit when application is approved & ready for pickup)  
**PERMIT WILL NOT BE ISSUED WITHOUT YOUR APPLICABLE CONTRACTORS SIGNED ON!**

Two sets of complete documentation including

- Engineering approving roof trusses or rafters for additional load (if roof mounted)
- Solar Panel specifications
- Invertor specifications
- Rack specifications (Engineering if ground mounted)
- Panel layout
- 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.**