



**Required Information for Solar PV permits:**

1. Site plan showing location of major components on the property. This drawing need not be to scale, but it should represent relative location of components at site. Explanation: This is a simple diagram to show where the equipment is located on the property. This can be a zone-clearance plot plan with the equipment clearly shown and identified on the plan. If PV array is ground-mounted, clearly show that system will be mounted within allowable zoned setbacks.
2. Electrical one-line diagram showing PV array configuration and all components, wiring system, overcurrent protection, inverter, disconnects, required signs, array mounting system information and ac connection to building.
3. Specification sheets, listing agency information and installation manuals (if available) for all manufactured components including, but not limited to, PV modules, inverter(s), combiner box, disconnects, optimizers, and mounting system. Explanation: At a minimum, specification sheets must be provided for all major components. In addition to the components listed, other important components may be specialty fuses, circuit breakers, or any other unique product that may need to be reviewed by the local jurisdiction. Installation manuals are also listed in this item. This is referring to the brief versions of manuals that are reviewed by the listing agency certifying the product.
4. Structural Review of PV Array Mounting System.

Roof Information: Is the roofing type lightweight wood shake, etc. How many layers of roofing materials are installed on the roof? There is a need to distinguish if a roof has a lightweight product. Roof structures supporting heavier roofing materials (e.g. slate, heavy masonry) may not have the assumed dead loading and live loading capacities that are found with lighter weight roofing materials. For applications on lightweight masonry roofing materials and other lightweight roofing products (e.g. metal, shake, etc.), these materials do not accept multiple layers and therefore a 5 lbs. per sq. foot allowance if used to identify the maximum allowable additional weight for roofs that are exchanging the allowable live load for a dead load could prevent live loads such as people walking on the roof.

5. Provide method and type of weatherproofing roof penetrations (e.g. flashing, caulk.) Sealant information should confirm that the product is compatible with the roofing material.
6. Roof mounted PV systems require an affidavit on company letterhead, stating that all work on the roof was completed according to all applicable codes and manufacturers installation specifications.

No building permit is required for roof top solar projects unless structural analysis requires additional work to the roof framing. Submit analysis to prove work is or is not required. A building permit is always required for ground mounted systems.