Conversations with permitting officials indicate that one of the most common causes for delay in granting a building permit are incomplete and incorrectly competed applications. Beyond adopting an [expedited permitting form](http://solarsimplified.org/permitting/solar-permitting-resources-for-permitting-officials-local-governments/model-solar-permit-for-utah) that removes extraneous information and is simpler to fill out, posting a checklist on the Building Department’s website is a simple step that can assist applicants in determining if they have completed all the necessary forms and have submitted them in the correct manner. The following list of steps has been adapted from Summit County’s checklist and provides a template that can be enhanced with information specific to individual jurisdictions.

**[Jurisdiction Name]**

**Photovoltaic Installation Plan Review Checklist**

In order to process your permit application in an expeditious manner you must provide *all* the required information regarding your proposal. Incomplete applications will take significantly longer to process. If you have questions please contact us using the information provided at the bottom of this sheet.

**The following information will be required:**

* A complete Expedited Solar Permit Application
* The installing contractor name, license type, and number (please provide photocopy of license).
* An application fee (required with all applications and also serves as the price of the permit)

**Using the application form for the most applicable type of PV system please include:**

* A permit application with:
  + - The location of the proposed installation
    - Information about the strength of the structure to which the installation will be attached
    - Any strengthening of roofs that must take place to ensure structural safety (if applicable)
    - Information about the mounting system that will be used to construct the array
    - Any zoning related information that may impact the installation
* A to-scale site plan showing:
  + - Equipment locations
    - Types of panels and inverters
    - Types and sizes of conduits and conductors
    - Lengths of runs
    - A grounding diagram showing electrodes and grounding electrode conductors
* A wiring diagram showing:
  + - All circuitry
    - Equipment
    - Fusing
    - Points of connection
    - Disconnects
    - Array wiring
    - Equipment grounding
* Cut sheets and instruction manual for the inverter with the applicable model numbers highlighted and the UL or comparable listing noted.
* Cut sheets for the PV modules, which need to include VOC rating, ISC rating, PMAX, maximum series fuse rating, voltage at PMAX and current at PMAX.
* Cut sheets on batteries, if applicable, and connection diagrams with cable sizes.
  + Identify:
    - Battery fusing and fuse holders
    - Amp hour of battery bank
    - Charge capacity of charge system
    - Details for battery storage and venting
* Identify wire types and connectors of all cables.
* Provide details for array mounting and engineering for the supporting structure.
* Verify the ability of PV systems installed on three phase supplied systems to cease to export power on loss of voltage in any phase.
* Show all warning signs and their locations.

**Ensure that all required materials have been completed and compiled and submit them to:**

* Online: www.[onlinepermittingwebsite].gov
* In Person: [Building Department Address]
* By Email to: [buildingdept]@[jurisdiction].gov

**For answers to questions please visit [build department FAQ website], solarsimplified.org, or call [accessible solar point of contact name] at [phone number and extension].**

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*This document was created by Summit County, Utah and Utah Clean Energy.*