

This Expedited Permit Checklist is intended to be used as a best management practice when establishing local government requirements for **rooftop** residential and commercial solar photovoltaic (PV) system permits. Local governments may modify this checklist to accommodate their local ordinances, code requirements, and permit procedures. This expedited permit checklist will facilitate the decision timeline for all solar PV systems meeting all pre-defined criteria in Section 4.

SECTION 1: SITE AND OWNER INFORMATION

Site Address: _____	Name: _____
Parcel ID: _____	Email: _____
Street: _____	Phone: _____
City: _____	Zip Code: _____

SECTION 2: TYPE OF SOLAR PV APPLICATION

- Residential**
 - **Year Home Built:** _____ (*Homes built prior to 1975 may, at the discretion of the building official or designated representative, require additional structural review and may not qualify for the expedited permit process*)
 - **Roof Covering Type:**
 - Composite Shingles Tile Other: _____
- Commercial**
 - **Year Building Built:** _____ (*Additional structural review may be required based on the commercial building age and will be at the discretion of the building official or designated representative*)
 - **Roof Covering Type:**
 - Composite Shingles Tile

SECTION 3: SOLAR PV SYSTEM INFORMATION

- Provide manufacturer specification sheets for all system components
 - Is the mounting system an engineered product designed to mount solar panels? **YES** **NO**
If no, provide structural attachment details in a letter certified by a design professional.

	MODULE	INVERTER	MOUNTING SYSTEM (IF PRE-ENGINEERED PRODUCT)
Manufacturer			
Quantity			
Model			

System Weight/Arrangement

- Total weight of module(s) and rails (lbs.): _____
- Number of attachment points: _____
- Weight per attachment point (lbs.): _____
- Maximum spacing between attachment points (inches): _____
- Total surface area of modules (sq. ft.): _____
- Total system weight per sq. ft. (lbs.): _____

SECTION 4: EXPEDITED PERMIT ELIGIBILITY CHECKLIST

If the solar energy system complies with all the criteria (1 – 10) below, then it will qualify for an expedited permit approval which will be granted within [*X days/over the counter*].

1) Contractor Requirements

The contractor performing the solar installation holds the necessary licenses and permits to perform this work in this jurisdiction, including (*List specific licensing requirements in jurisdiction*).

Contractor Contact: _____ **Company:** _____

Name: _____ **Phone:** _____

Email: _____

2) Maximum Capacity

The capacity of the proposed PV project will not exceed 120% of the panelboard buss ampacity rating for a load side connection.

Solar system is utility interactive and without battery storage.

3) Project Code Compliance

The structure that the proposed solar system will be mounted on is code-compliant and the proposed solar installation is compliant with all relevant fire and electrical codes including setback requirements. Code compliance will be verified by an on-site inspection.

4) Zoning Variance

A zoning variance will not be required for the proposed solar installation.

5) Historic/Architectural Review

The proposed solar installation is not located on a building subject to historic or architectural review.

6) Equipment Standards

Equipment make, model, and quantity of module, racking system is certified to UL 2703, photovoltaic to UL 1703, and inverters to UL 1741 or UL 62109 Standard by a Nationally Recognized Testing Laboratory.

7) Weight Limit

The proposed solar system will have a distributed weight of less than 5 lbs. per square foot and less than 45 lbs. per attachment point to roof.

8) Module Tilt

To mitigate wind loads, the proposed system will be mounted parallel to the roof surface or tilted with no more than an 18 inch gap between the module frame and the roof surface.

9) Electrical Connection

The proposed solar installation is composed of 4 PV strings or less per string inverter.

The PV system is connected to the load side of the utility distribution equipment.

The proposed solar installation is documented in accordance with a solar PV standard plan guideline.

10) Fire Safety Requirements

As applicable by the city fire department, codes, and standards. (*List specific licensing requirements in jurisdiction*)