PV PERMIT PROCESS FLOW CHART

PHOTOVOLTIC SOLAR SYSTEMS

-BUILDING APPLICATION COMPLETED
-ONE SET OF COMPLETE PLANS
(Supporting permit docs if needed like a notarized LOA)

OVER THE COUNTER REVIEW
(only M, W, & TH 8am-10:30am)
MAX **TWO** BUILDING PLANS FOR REVIEW **PER DAY, PER APPLICANT**.

IF CORRECTIONS:

- RETURN RED MARKED SET
- RESUBMIT A REVISED SET WITH THE INFORMATION DISCLOSED AS REQUESTED

(Ask for resubmittal process handout)

-DOES THE PROPERTY HAVE NON PERMITTED STRUCTURES? (CARPORT, ETC)
-NON PERMITTED ALTERED STRUCTURES? (GARAGE CONVERSIONS, ETC)

IF NO:
A BUILDING AND ELECTRICAL PERMIT WILL BE ISSUED AND INSPECTED FOR FINAL APPROVAL
PROVIDED THE FOLLOWING IS COMPLETED

YOU MUST SCAN AND UPLOAD THE APPROVED SET OF PLANS ONTO THE PORTAL PIROR TO SCHEDULEING ANY INSPECTION

IF YES:
PLANS WILL CONTAIN LEGIBLE DISCLOSURE AS TO THE AREAS THAT HAVE CODE VIOLATIONS (ask for the disclosure notes)

THE CONTRACTOR AGREES TO REMOVE NON PERMITTED ELECTRICAL CONNECTED LOAD TO SYSTEM TO INSPECTOR APPROVAL

A BUILDING AND ELECTRICAL PERMIT WILL BE ISSUED AND INSPECTED FOR FINAL APPROVAL PROVIDED THE FOLLOWING IS COMPLETED
(UPLOAD APPROVED SET OF PLANS)

DURING THE INSPECTION PROCESS

QUALIFIED TECHNICIAN ON SITE

TECHNICIAN SHALL BE FAMILIAR WITH APPROVED PLANS

COPY OF APPROVED PLANS (PERFORATED PLANS ON SITE)

ROOF ACCESS (LADDER IN PLACE, PROPERLY SECURED, MAY NEED TO BE RELOCATED UPON INSPECTOR REQUEST)

ACCESS TO VERIFY METHODS OF INSTALLATION (OPEN BOXES, PANELS, ETC)

ACCESS TO VERIFY SMOKE DETECTOR AND CARBON MONOXIDE ALARMS