



Solar Permit Application Checklist – July 2020

The following application items are intended to expedite process to obtain a Solar Installation Permit. Most of these items are typically provided by the installer. Please consult the installer on this checklist. Residential solar PV permit applications that provide all the materials requested in this checklist will receive a response within 3 business days.

Part 1 - REQUIRED INFORMATION

Type of Application

Residential Commercial (Also see Part 2: Commercial Building Requirements)

Type of Solar PV System

Roof Top Ground Mount Size of System (kW): _____

Completed permit application(s)

Construction Documents: Three copies of construction documents shall include, but are not limited to the following items:

Make, model, and quantity of module, inverter, and racking system certified to the UL 2703, UL 62109, or UL 1741 standard by a Nationally Recognized Testing Laboratory as appropriate.

Framing plans (if necessary)

Connection details to building or ground mount

Data cut sheets for battery storage if applicable (including type of battery)

Site Plan: Include the PV array layout in compliance with the local government design criteria including:

Roof plan showing location of equipment and, fire code setbacks

Survey Plot Plan (ground mounted only)

Typical side view detail of the solar PV system mount on the roof

PV system equipment (including modules, disconnects, inverters, panel boards, combiner boxes, storage batteries, utility meters, etc.)

Plumbing vent termination: Vent termination is not allowed under solar installations and must be relocated or modified, or an air admittance valve may be utilized in accordance with the 2018 International Plumbing Code (IPC) and/or the 2018 International Residential Code (IRC).

- Fire Code Requirements: Installation complies with Section 605.11 of the 2018 International Fire Code (IFC).
- Electrical Plans: Electrical is required to be installed in accordance with the National Electrical Code (NEC 2017) as adopted by the City of Corinth. Include a three-line diagram, or a line diagram to include:
 - AC and/or DC circuit arc fault protection as required by the NEC or ordinance (if any)
 - Inverter listed to the UL 62109 or UL 1741 Safety Standard; photovoltaic module(s) listed to the UL 1703 safety standard.
 - Inverter AC output disconnect location, utility disconnect location, and AC output over-current protection device rating.
 - Location of combiner box(es), disconnect switch, size of source circuit overcurrent protection
 - Service panel bus rating and main circuit breaker/fuse ampere rating
 - Circuit diagram with conduit, wire type and sizes, and/or cable type and wire sizes
 - Equipment grounding and bonding conductors and grounding electrode conductor, if applicable
 - Battery disconnect and overcurrent protection, if applicable
 - List of all appropriate labels and marking per NEC and IFC requirements

Part 2 - COMMERCIAL BUILDING REQUIREMENTS

- Site specific, stamped engineering drawings (reviewed or designed, and sealed by a licensed professional engineer, if determined to be necessary by the building official or their appointed designee), assembly installation plans, manufacturer's installation instructions, and/or equipment manufacturer's data sheets.
- Building Information: Information about the building the PV system will be attached to:
 - Structural calculations or load diagram & design
 - Occupancy Group: _____
 - Number of Stories: _____
 - Year Built: _____
 - Construction Type: _____
 - Area (Square Feet): _____
 - Roof Type: _____