



# SOLAR PANEL INSTALLATION APPLICATION

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**PROJECT # :**

**DATE :**

## PROJECT INFORMATION

Project Name :

Project Address :

Suite :

## AUTHORIZED AGENT INFORMATION

Company Name :

Contact :

Address :

Phone :

Email :

## CONTRACTOR INFORMATION

Company Name :

Contact :

Address :

Phone :

Email :

State Trade License Number(s) :

Expiration :

Local Business License Number :

Expiration :

County/City of Local Business License :

## PROJECT DETAIL

**SIZE OF SYSTEM (kW) :**

**PERMIT TYPE :**

Commercial

Residential

**TYPE OF SYSTEM :**

A/C Module

Micro-Inverter

Standard String

**MOUNTED TO :**

Roof

Ground

**LOCATED ON**

Primary Structure

Accessory Structure

**ZONING COMPLIANCE :**

Is roof mount street-facing

Are mounting brackets 6" or less

Contractor's Signature : \_\_\_\_\_

Contractor's Name : \_\_\_\_\_

Date \_\_\_\_\_

Solar Representative Signature : \_\_\_\_\_

Solar Representative Name : \_\_\_\_\_

Date \_\_\_\_\_

## STEP 1 - STRUCTURAL REVIEW

### PLAN REVIEW DOCUMENT REQUIREMENTS

- Submit documentation sealed and signed by a professional engineer, registered in the state of Georgia, substantiating the structural adequacy of the existing roof structure in supporting the new solar panel system.

## STEP 2 - ELECTRICAL REVIEW

### IN ORDER FOR A PV SYSTEM TO BE CONSIDERED FOR A PERMIT, THE FOLLOWING MUST APPLY :

- PV modules, utility-interactive inverters and combiner boxes are UL listed and identified for the application.
- The PV array is composed of 4 series strings or less per inverter
- The total inverter capacity has a continuous A/C power output 13,440 Watts or less
- The A/C interconnection point is on the load side of service disconnecting means
- A supplied, standard electrical diagram can be used to accurately represent the PV system.

## STEP 3 - ZONING REVIEW

### GENERAL

- Accessory solar energy systems must comply with all applicable building ordinance and electrical code requirements.
- Owners of accessory solar energy systems are solely responsible for negotiating with other property owners for any desired solar easements to protect access to sunlight. Any such easements must be recorded with the county recorder of deeds.

### GROUND MOUNTED SMALL SOLAR ENERGY COLLECTION SYSTEM REQUIREMENTS

- In residential zoning districts, ground mounted solar energy systems may not be located in a required street setback or street yard area.
- Ground mounted solar energy systems may be located within required interior side and rear setbacks.
- Ground mounted solar energy systems are subject to applicable accessory structure height and lot coverage regulations.
- Subject to height restrictions for accessory buildings in the district
- Must be located 6 feet from a property line and adjacent structures
- Cannot remove or encroach upon required parking and loading areas
- Ground coverage must be included when calculating the allowable building coverage of the zoning district

### ROOF OR BUILDING MOUNTED SMALL SOLAR ENERGY COLLECTION SYSTEM REQUIREMENTS

- Building-mounted solar energy systems may be mounted on principal and accessory structures.
- All applicable setback regulations apply to building-mounted solar energy systems. Systems mounted on principal structures may encroach into interior side and rear setbacks in accordance with subsection 27-576(d); Sec. 27-621 defines flush mounted at no more than 6 inches above the structure.
- Only building-integrated and/or flush-mounted solar energy systems may be installed on street-facing building elevations.
- Solar energy systems may not extend more than three feet above the applicable maximum building height limit for the subject building type or more than five feet above the highest point of the roof line, whichever is less.
- May be located on an accessory structure located less than 6 feet from a property line
- Pursuant to the Zoning District, shall not extend more than 3 feet above the maximum building height of the structure the system is located on, or more than 12 feet above the roof line, whichever is less.
- Shall not exceed 90% of the total roof area of the building.

## STEP 4 - FIRE REVIEW

**IN ORDER FOR A PV SYSTEM TO BE CONSIDERED FOR A PERMIT, THE FOLLOWING MUST APPLY :**

**The Fire Code Official must be able to determine that a rational approach has been used and any reductions in clear area from those required by code are warranted.**

- Yes  No Does the provided Site Plan show a clearly dimensioned pathway and a clearly dimensioned access path to and around the panels? Fire Code requires a minimum of 3' to ridge and along one side for access.
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- Yes  No Are all system disconnects located in the same location as the utility disconnects?
- 
- Yes  No Do you agree to provide weather resistant, permanently affixed labels to all equipment, conduits, raceways and junction boxes every 10 feet?
- 
- Yes  No Do you agree to provide clearly labeled metal conduits, or MC cable until the first readily accessible disconnect is reached, when conduits containing DC current conductors are under the roof deck or in the attic space?
- 
- Yes  No Do you agree to provide all metal parts of all modules, module supports, system equipment and conductor enclosures bonded together and connected to the grounding system? The bonding shall also be the electrical utility.
- 
- Yes  No Bipolar source and output circuit equipment shall be labeled as follows: "Warning: Bipolar Photovoltaic Array. Disconnection of neutral or grounded conductors may result in overvoltage on array inverter." Do you agree to provide?

### **FOR STANDARD STRING SYSTEMS ONLY :**

- Yes  No  N/A Disconnection of photovoltaic equipment shall be labeled as follows:  
"Warning: ELECTRIC SHOCK HAZARD. Do not touch terminals. Terminals on both the line and load sides may be energized in the open position." Do you agree to provide?
- 
- Yes  No  N/A Underground photovoltaic power systems shall be labeled as follows:  
"Warning: ELECTRIC SHOCK HAZARD. The DC conductors of this photovoltaic system are underground and may be energized." Do you agree to provide?

## STEP 5 - REQUIRED SUBMITTALS

- Site plan showing location of major components on the property. This drawing need not be exactly to scale, but it should represent relative location of components at the site. Plan should show location of panel on roof and roof location to public street.
- Electrical diagram showing PV array configuration, wiring system, over current protection, inverter, disconnects, required labels, and A/C connection to the building.
- Engineering documentation sealed and signed by a professional engineer, registered in the state of Georgia, substantiating the structural adequacy of the existing roof structure in supporting the new solar panel system.
- This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after the work is commenced. Signature on page 1 certifies that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction and that I make this statement under penalty of perjury.