

## Solar Permit Process

To register with My City Inspector, please visit [www.springville.org/permits](http://www.springville.org/permits)

Permits will not be accepted as incomplete submissions

Items to include when submitting for a Building Permit:

- \_\_\_ Completed and signed building permit application including licensed installer information and valuation of system (labor and materials)
- \_\_\_ Review deposit required for systems larger than 4 kW of \$100 at time of application

One (1) COMPLETE set of electronic construction plans submitted in a pdf format which includes:

- \_\_\_ Site plan (module locations, structures, location of equipment, location of existing vents and exhaust outlets and fire access setbacks from ridges, eaves and valleys.)
  - \_\_\_ Construction drawings
  - \_\_\_ One-line diagram (showing equipment locations and conductor sizes and types)
  - \_\_\_ Inter-connection location (disconnect location and size of overcurrent protection)
  - \_\_\_ Calculations for system size for overcurrent protection sizing, conductor sizing and maximum allowed system based rating of equipment.
  - \_\_\_ Location of labels and placards with appropriate list of labels provided
  - \_\_\_ Pictures of existing service equipment showing size of rating and location of interconnection breaker
  - \_\_\_ Racking support locations.
  - \_\_\_ Engineering letter clearing existing conditions of additional loading of truss or rafter system
  - \_\_\_ Technical data for the following (racking, inverters, micro-inverters, optimizers, rapid shut down devices, flashings, supports, junction boxes, combiners, modules and service equipment if upgrading)
  - \_\_\_ Springville Power requires a completed Customer-Owned Generator agreement and Customer-Owned Generator application before installation of the utility meter.
  - \_\_\_ Springville Power Standards requires a production meter to be installed as part of the Customer-Owned Generator Agreement.
1. System shall be designed to the 2015 IRC and 2014 NEC
  2. All electrical equipment require UL listing

Process after submission for a Building Permit:

1. Plans are reviewed on a first come first serve basis for complete submittals
2. Plan review can take several weeks depending on the current demand

Requirements when picking up Building Permit:

1. Payment of permit fees by **CASH or CHECK ONLY**, made payable to Springville City
2. Payment of completion and performance bonds
3. Contractor information if not previously know
4. Please request inspections through My City Inspector.

