



## **Solar Panel Install Submittal Requirements**

**When submitting, you will need the following information:**

1. Building Address
2. Owner and Applicant Information Contact Persons and Phone/email
3. Legal Description
4. Proposed use
5. Overall height and number of stories
6. Estimated Cost and Square Feet
7. Scope of Work

### **Plan Submittal Requirements**

**Please upload a single combined multipage PDF vector file with sheet references as bookmarks that contains:**

#### **If located in the yard:**

1. Site Plan: (North arrow required)
  - A. Location and dimension, in feet, of all property lines, right-of-way lines, and public and private easements.
  - B. Location and dimension, in feet, of all structures, drives, parking (including handicap provisions), landscaping, screening and lighting (both existing and proposed).
2. Provide manufacturers list and detail of equipment.
3. Provide an engineered electrical drawing in accordance with current adopted NEC.
4. A plan showing installation of equipment

#### **If roof mounted:**

1. Provide roof plan showing location of the panels with engineer certificate of roof load.
2. Provide manufacturers list and detail of equipment.
3. Provide an engineered electrical drawing in accordance with current adopted NEC.
4. A plan showing installation of equipment

### **Submittal Fees**