



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:

Expedited review of roof mounted assemblies may be processed voluntarily through SolarApp+ at https://solarapp.nrel.gov/instsallers/learn_more prior to submitting pre-certified documentation for permit at <https://access.okc.gov/aca/Default.aspx>.

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:

1. \$56.50 for rooftop assemblies.
2. \$70.50 for ground-based assemblies or \$0.19/sf when combined with other non-habitable structures.
3. The use of cut-over meters may accrue additional fees.
4. The voluntary use of SolarApp+ services may accrue an additional fee unrelated to those required by the City of Oklahoma City.