



CHECKLIST FOR GENERATOR OR SOLAR ARRAY PERMIT APPLICATION

All permit applications are submitted through the CSS Portal and must be true and complete including a written Scope of Work narrative.

PERMITS (as applicable)

- ☐ Projects meeting the design requirements by a state licensed Architect must be sealed and dated.
- ☐ Projects meeting the design requirements by a state licensed Professional Engineer must be sealed and dated.

This checklist is designed to help ensure accurate and correct information is submitted for review. Please review the currently adopted codes and amendments in the jurisdiction in which you are applying for a permit.

PLANS & DOCUMENTS (as applicable)

- ☐ The permit application must be complete. Incomplete submittal may result in a delay in review or issuance.
- ☐ Full set of final issued Construction Plans in compliance with applicable sections of the International Building Code, Energy Conservation, Fuel Gas, Mechanical, Plumbing Codes, and National Electrical Code **currently adopted and amended in the jurisdiction in which you are applying.**
- ☐ Construction Cost – total cost of construction only.
- ☐ Prior to approval of building plan, **the Correction items noted on the Plan Review Comment report must be responded to in writing**, and revised documents must be submitted for review. Payment of all fees to all agencies is required to obtain plan and permit approval.
- ☐ When resubmitting plans for re-review, **please provide a complete set of updated plans and a comment response letter detailing how each comment was addressed.** Provide all documents in digital formats only and address responses to the attention of the plan reviewer. If plans are multiple sheets, please combine into one (1) digital plan file. Send complete plan sets. Do not divide.

BACKUP GENERATORS

- ☐ Site Plan* showing all existing structures and proposed Generator location.
- ☐ Foundation Plan and Details
- ☐ Electrical Plans including ATS, Grounding, Riser Diagram and Panel Schedule

SOLAR ARRAY

- ☐ Site Plan* showing all existing structures and proposed Solar Array for ground mounted systems.
- ☐ Panel layout showing the proposed panels in relation to all hips, valleys, ridges, and eaves for rooftop systems.
- ☐ Solar Array Plans and Specs, including Grounding system.
- ☐ Identify if Grid-Tied or Standalone system.
- ☐ Modules conform to and are listed under **UL 1703.**
- ☐ Mounting System in compliance with **UL 2703.**
- ☐ Analysis by Structural Engineer certifying the solar panels, components and their loading on existing and new roofs.

***Site Plan** must be scaled and dimensioned, indicate all setbacks and easements. For Swimming Pools, Electric Utility Power Poles, Underground and Overhead Electrical must be shown on the Site Plan.