



PERMIT SUBMITTAL CHECKLIST

ROOFTOP AND GROUND MOUNTED PHOTOVOLTAIC

Submittal Process: The following items are required for Rooftop Photovoltaic plan review submittal. Failure to provide the following may require a Review Denial or Resubmittal. Not all listed below will be required on every project, please provided all that apply per project. *

Drawings Requirements:

Electronic plans in .pdf format. Please submit files in an unlocked and unsecured state for plan review.

CONTRACTOR INFO

- ✓ Installation contractor's contact information needs to be included in the submittal.

CODE ANALYSIS

- ✓ 2024 International Fire Code (IFC)
- ✓ Scope of work description
- ✓ Written request to utilize exception 1205.3. of the International Fire Code

PLANS – ROOFTOP

- ✓ Project name
- ✓ Site address
- ✓ Point of compass
- ✓ Graphic representation of scale
- ✓ Scaled roof layout – lengths and widths of each face
- ✓ Building height in feet and inches
- ✓ Array dimensions, individual array lengths and widths.
- ✓ Pathway dimensions: all roof edges, roof to ridge and around roof top equipment and openings
- ✓ Location of electrical room and/or placement of any rapid shut down equipment.
- ✓ Required signage

PLANS – GROUND MOUNTED

- ✓ Scaled overall site plan with emergency access, fencing, gates, and equipment placement
- ✓ All Rapid shut down locations
- ✓ Proper signage posted
- ✓ Address and wayfinding signage at site

MATERIAL SUBMITTALS

- ✓ Provide any manufacturer data sheets and pertinent information

*The above list is not intended to be inclusive of all requirements for a fuel storage and installation, but rather a guide to indicate the minimum requirements. Refer to 2024 IFC Chapter 12