FIRE PREVENTION AND
COMMUNITY RISK REDUCTION
102 Remington St
Fort Collins, CO 80524
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ROOFTOP AND GOUND MOUNTED PHOTOVOLTAIC PERMIT SUBMITTAL CHECKLIST

Submittal Process: The following items are required for Rooftop Photovoltaic plan review submittal. Failure to provide the following may result in a Review Denial or Resubmittal. Not all listed below will be required for every project, please provide 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
- ✓ Installing contractor's contact information needs to be included in the submittal.

CODE ANALYSIS
- ✓ 2024 International Fire Code (IFC)
- ✓ Written job description-scope of work
- ✓ 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
- ✓ Materials used shall be highlighted

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