



Electrical Permit Application for Solar Photovoltaic (PV) Systems

Instructions:

1) Permit Application Paperwork:

- a) Complete the Electrical, Mechanical, or Plumbing Permit Application form on page 2. For the *Type of Permit* field, select Electrical. In the *Description of Work* field, indicate that you are installing a solar photovoltaic (PV) system and where it will be installed (roof-mounted or ground-mounted).
- b) If you are installing a roof-mounted PV system, complete the Roof Mounted Solar Panels Structural Plan form on page 3.
- c) Obtain 2 paper copies each of the line diagram of the installed system and the manual from the solar panel manufacturer.

2) Permit Fees: Review the [Neighborhood Development Services \(NDS\) Fee Schedule](#) to find the permit fees.

- a) Go to page 3 to determine the electrical permit fee, which is based on the cost of the purchase and installation of the solar PV system.
- b) Go to page 6-7 to determine the Permit System Maintenance Fee for your permit.
- c) Calculate the required state surcharge of 2% of the electrical permit fee.

3) Permit Application Submission: Submit both your paperwork and payment in person at [Neighborhood Development Services](#) in City Hall in order to file the permit application. Call 434-970-3182 with questions about office location and hours.

4) Permit Review: Neighborhood Development Services will review the permit application and notify you of your permit status within three weeks. Go to permits.charlottesville.org to review your permit application information and the status of your permit. After the permit is approved, installation of the project can begin.

5) Inspection:

- a) After the project is installed, contact [Neighborhood Development Services](#) to schedule an inspection.
- b) Go to permits.charlottesville.org to review inspection status and results.

6) Solar Tax Exemption: Once the project has been inspected and approved, go to www.charlottesville.org/SolarTaxCredit for instructions on how the property owner can receive a Solar Tax Exemption/Credit offered by the City of Charlottesville.

City of Charlottesville

Department of Neighborhood Development Services
City Hall • P.O. Box 911
Charlottesville, Virginia 22902
Telephone 434-970-3182
Fax 434-970-3359
www.charlottesville.org



ELECTRICAL, MECHANICAL OR PLUMBING PERMIT APPLICATION

DATE: _____

TYPE OF PERMIT: ELECTRICAL MECHANICAL PLUMBING

OWNER: _____ PHONE: _____

STREET: _____

CITY: _____ STATE: _____ ZIP: _____

OCCUPANT/TENANT: _____

CONTR: _____ PHONE: _____

E-MAIL: _____

STREET: _____ CONTR. LIC. # _____

CITY: _____ STATE: _____ ZIP: _____

DESCRIPTION OF WORK: _____

SITE LOCATION: _____

(COMPLETE STREET ADDRESS AND APARTMENT NUMBER REQUIRED)

ESTIMATED COST: _____

PERMIT FEES: FOR PLUMBING AND MECHANICAL PERMITS PLEASE COMPLETE ITEMS 1 AND 3 BELOW

1. QUANTITY	2. ITEM CODE	3. DESCRIPTION	4. FEE	5. EXTENSION

TOTAL PERMIT FEE: _____

I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION IS CORRECT AND AGREE TO COMPLY WITH STATE AND LOCAL BUILDING CODES AND ORDINANCES.

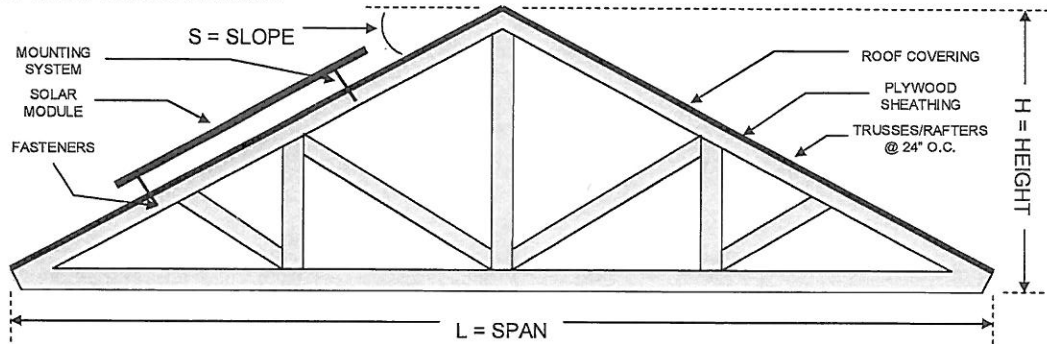
SIGNATURE: _____

NAME (PLEASE PRINT): _____



SOLAR ENERGY SYSTEMS
 ROOF MOUNTED SOLAR PANELS STRUCTURAL PLAN

Figure - ROOF STRUCTURE DETAIL



ROOF MEASUREMENTS

L = SPAN	
H = HEIGHT	
S = SLOPE	

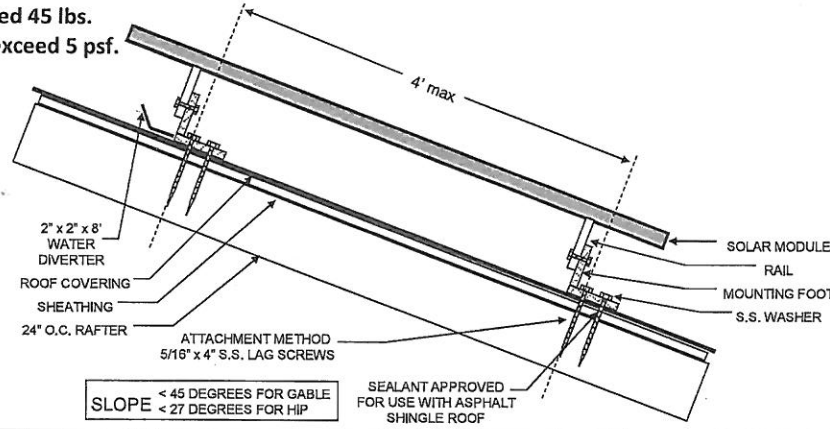
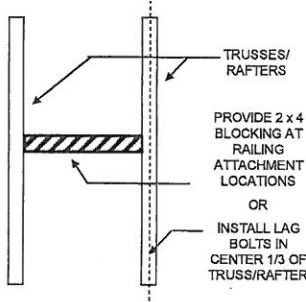
NOTES

1. All details not to scale.
2. To be used in conjunction with manufacturer's installation instructions.
3. Design Ground Snow Load 25 PSF.
4. See IRC for span tables.
5. Blocking shall be properly secured per industry standards.
6. Pre-drilling of structural members is required for lag bolts.
7. Caulk all penetrations through the roof membrane.

Figure - ATTACHMENT LOCATION

Figure - ATTACHMENT DETAIL

Dead weight per attachment point shall not exceed 45 lbs.
 The distributed weight of the modules shall not exceed 5 psf.



PROJECT INFORMATION

kW

Site Address _____

Prepared by _____

Date _____

ROOF SYSTEM INFORMATION

1. Roof construction: Rafters Trusses Other _____
2. Describe site built rafter or truss system.
 - a. Rafter Size _____ x _____ inches
 - b. Rafter Spacing _____ inches
 - c. Maximum unsupported span _____ feet, _____ inches
 - d. Are the rafters over-spanned? (Use the IRC span tables)

MODULE ATTACHMENT INFORMATION

- a. Mounting System Manufacturer _____
- b. Product Name and Model Number _____
- c. Total Dead Weight of PV Modules and Rails _____ lbs
- d. Total Number of Attachment Points _____
- e. Weight per Attachment Point (c ÷ d) _____ lbs
- f. Total Surface Area of PV Modules _____ ft²
- g. Distributed Weight of PV Module on Roof (c ÷ f) _____ lbs/ft²