RESIDENTIAL - SOLAR PANEL
PLAN SUBMITTAL CHECKLIST

PLAN SUBMITTAL CHECK LIST – The following is a list of items required for residential SOLAR PANEL plan submittal. The Plans Examiner may require additional information to complete their review. Missing information may cause a delay in plan review approval.

1. ONLINE BUILDING PERMIT APPLICATION - Submitted at www.laytoncity.org:
   - Include property owner, general contractor, subcontractor(s), DOPL licenses, contact person and project valuation.
   - Permit must include a Contractor with an S200 General Electrical or an S201 Residential Electrical qualifier to install the electrical system. A contractor with only an S202, R100 or B100 license may install only the solar panels.

2. THE FOLLOWING DOCUMENTS ARE REQUIRED:
   A. A COMPLETE SET OF PLANS:
      - All documents and photos must be clear and easily readable;
      - Plans must reflect current Building Codes: 2017 NEC, 2015 IRC and 2015 IFC
   B. SITE PLAN (PLOT PLAN):
      - Location of home on the property including a North Arrow
      - An aerial photo of the home clearly showing roof ridge lines, hips, valleys, etc.
   C. ROOF OR GROUND MOUNT PANEL LAY-OUT DIAGRAM:
      - Diagram of all PV system components as they appear on the house and/or property including: main meter, module array(s), electrical panel(s), inverter(s), pass through box(s), AC disconnect, Rapid Shutdown device, electrical trenches, etc.
      - Note: Rapid Shutdown device must be located on the outside wall of the home at the service equipment location;
      - Fire Clearances for R-3 Roofs: Minimum 18” at ridge lines with loading on opposite slope (0” clearance if no panels on opposite slope); 18” at hips and valleys (0” clearance if no panels on opposite slope), 3’ at gables and rakes (must have at least two (2) three-foot (3’) pathways on opposite ends of single-ridge roofs); 0” clearance at soffits.
      - Location of all plumbing, mechanical and roof vents. (No solar panel may be installed over any vents)
   D. STRUCTURAL ENGINEER’S REPORT:
      - Engineer’s report providing structural analysis of the existing roof system and its ability to handle the additional load, etc.
   E. ONE-LINE DIAGRAM(S) showing the following:
      - Type of PV system (single inverter, micro inverter or AC module system);
      - Main Meter Disconnect type and rating (100 AMP, 200 AMP, etc.) Does the main electrical meter require an upgrade?;
      - Location and type of Rapid Shutdown device to be used. A note stating that the system is compliant is not sufficient;
      - Inverter type and rating;
      - Number and layout of modules and how they are connected together (in series or in parallel) in each array;
      - Types and sizes of electrical wiring and conduit;
      - Ratings of all fuses or breakers;
      - Location and type of all grounding electrodes, both existing and auxiliary;
      - Indicate which Warning Labels are to be posted and where.
   F. MANUFACTURER SPECIFICATION SHEETS FOR EQUIPMENT:
      - Provide spec sheets for modules, inverters and combiner boxes, mounting/racking systems, rapid shutdown, etc.;
   G. ELECTRICAL PANEL(S):
      - Provide actual photos of: A) Service panel location; B) Service panel with inside cover removed showing main service disconnect rating; C) Panel rating; D) Subpanels used; (Any existing electrical code violations must be corrected)
   H. OTHER SYSTEM COMPONENTS:
      - Indicate management of roof penetrations, electrical wiring, etc.
   I. SAFETY AND WARNING LABELS:
      - Sample of all Warning Labels to be used for disconnects, electrical boxes, conduit, breakers, etc.
      - Indicated color of label, size of lettering and type of material label is be made of. (Rapid Shutdown label must be reflective with all letters white, at least ¾” in height, capitalized and on a red background.)

THE BUILDING DEPARTMENT HAS A MORE COMPREHENSIVE LIST IF NEEDED