



Permitting Checklist for Solar Photovoltaic (PV) Systems

Instructions:

1) Permit Application Paperwork:

- a) Complete the [Building Permit](#) application form. In the *Work Description* field, indicate that you are installing a solar photovoltaic (PV) system and where it will be installed (roof-mounted or ground-mounted).
- b) Obtain 2 paper copies each of the line diagram of the installed system and the manual from the solar panel manufacturer.

2) Permit Fee: Payments can be made either in person at the office of the Community Development Department or [online using this link](#).

- a) **New Construction:** There is no additional permit fee for installing solar energy systems on new residential or new commercial buildings.
- b) **Existing Buildings:** Adding solar PV systems to existing buildings incurs an electrical permit fee under the category of *Alterations and Repairs of Structures in All Use Groups*. There is a minimum fee of \$75, which covers a system up to 1,875 sq. feet in size (approximately 100+ average-sized solar panels). Solar PV systems will incur an additional fee of \$.04 per sq. foot over 1,875 sq. feet.

3) Permit Application Submission: Submit your paperwork in person at the office of the Community Development Department in order to file the permit application. Call 434-296-5832 with questions about office location and hours.

4) Permit Review: Community Development will review the permit application and notify you of your permit status. A typical application requires 7-10 business days to review, but may vary depending on staff workload and complexity of your application. Go to the [Community Development website](#) and use the [County View](#) web tool to view the status of your building permit application. After the permit is issued, installation of the project can begin.

5) Inspection:

- a) Call the Building Inspections Hotline at (434) 972-4179 to schedule any rough-in and final inspections of the solar PV system.
- b) Use [County View](#) to review inspection status and check for issuance of approved final inspection/certificate of occupancy.