



64 E. Walnut St.  
Westerville, OH 43081  
t. (614) 901-6650  
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## **Guide to Residential Solar Panel Permits**

### **FEES**

- Residential Building Permit           **\$ 75.00**
- Residential Electrical Permit       **\$ 75.00**
- Zoning Permit                           **\$ 40.00**
- Interconnection Agreement Fee\* **\$ 75.00**
- Residential building and electrical permits will require a 1% State of Ohio fee.
- These fees are collected after a building permit has been issued and are not required at the time of the building permit application.

*\* Interconnection Agreement Fee is collected by the Electric Division, separate from the Building and Electric permits*

### **APPLICATION REQUIREMENTS**

- Completion of a conditional use permit application if required. Check with the Zoning Department to see if it is required prior to submitting a building permit.
- Completion of a residential building permit application form furnished by the Building Department.
- Completion of a residential electrical permit application form furnished by the Building Department. (*Note: this can only be done **after** approval of the building permit*)
- Completion of an Interconnection Agreement furnished by the Electric Division.
- Completion of a Net Metering Agreement furnished by the Electric Division.
- Provide the name, certification, and contact information of a third party inspector who will inspect the roof mounted solar panels and the electrical system.
- Plans and documents shall be sealed by a design professional with the correct address including the items listed in the "Plan Requirements" section. If submitting by paper, two (2) sets properly bound are required.

### **PLAN & DOCUMENT REQUIREMENTS**

**Plot Plan** – The plot plan shall show the location of the proposed solar panel/photovoltaic system and the distances to all property lines.

**Construction Plans** – Plans indicating how the proposed photovoltaic system will be constructed, along with any manufacturer's installation instructions.

**Landscaping Plans** – The ground mounted photovoltaic plans shall show the size, quantity, and types of landscaping materials to be used for screening.

**Structural Plans** – Structural plans shall include the design professionals approval for the roof framing and mounting load capabilities, or the design professionals approval of a ground mounted system capable of supporting the proposed photovoltaic panel system. Also, any manufacturer's installation instructions.

**Elevations** – The plans shall include (N,S,E,W) elevations to show an aerial view, visibility from the street, and location of the photovoltaic system. Note: rooftop panels shall allow for fire department access net clearances.

**Electrical Plans** – The electrical plans shall include a one line diagram of the entire electrical system, clearly defined locations of all equipment including the exterior, utility accessible disconnect switch, and detailed specifications of all electrical components.

**General Notes** – The plans shall include any general notes for items that cannot be described very well in pictorial form.

**Documents** - Plans and documents must adequately demonstrate compliance with the most recent edition of the Residential Code of Ohio, and Chapter 1176 of the Westerville Planning & Zoning Code.

## **ACTION ON THE APPLICATION**

- The building, zoning, fire and electric departments will examine the building permit application and plans of the solar panel/photovoltaic system within two weeks or ten working days.
- If the building permit application and plans of the solar panel/photovoltaic system conform to the building, zoning and fire codes, and electric department requirements, the applicant is notified and a building permit is issued. The applicant shall pick up one set of the approved plans and pay the permit fees prior to the start of construction.
- If the building permit application and plans of the solar panel/photovoltaic system do not conform to the codes and requirements, the applicant is notified and the reasons for the disapproval will be given in writing.

## **INSPECTIONS**

**Note:** A time shall be requested for this inspection for coordination of an electrical safety inspector, structural inspector, and fire and electric division representatives (if applicable).

**Final Electrical** – After all electrical equipment and wiring has been run, boxes are set, and splices are complete. Note: performed in conjunction with the structural and final inspections.

**Structural** – After the solar panel/photovoltaic system has been constructed and all work is complete and the system is operational. Note: performed in conjunction with the electrical inspection.

**Final Inspection** - The Special Inspector or a representative of the installer must be on site with a copy of the Third Party Inspectors report.

**Meter Configuration** – Upon final inspection and approval of the installed system, the electric division will complete the net metering system configuration.



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## **TIME LIMITATIONS**

- Work shall commence within twelve (12) months of the approval of the residential construction documents. One extension shall be granted for an additional twelve month period if requested by the owner at least ten days in advance of the expiration of the approval and upon payment of a fee not to exceed one hundred dollars (\$100.00). If in the course of construction, work is delayed or suspended for a time period of six (6) months, the approval of the plans or drawings is invalid. Two extensions shall be granted for six months each, if requested by the owner at least ten days in advance of the expiration of the approval and upon payment of a fee for each extension.

## **HAVE QUESTIONS OR NEED HELP**

- If you have questions regarding zoning issues such as setback distances from property lines, panel system coverage, or location, please call the Zoning Department at 614.901.6650, option 3.
- If you have questions regarding building issues such as plan requirements pertaining to the structural requirements and drawings, please call the Building Department at 614.901.6650, option 4.

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