



Planning & Development Services
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Residential Building Permit Checklist Roof Mounted Solar Panels

Project Name:		<i>Building Permit Label (completed internally)</i>
Project Address:		
Applicant:		
Applicant Address:		

The following items are required for plan review:		YES	N/A
1.0	Site Plan (photographs may be acceptable) showing the location and quantity of solar panels, north arrow, Municipal address and Legal Description (Lot, Block, Plan).		
1.1	Setbacks from property lines and other building on the site, and the location of the underground services (to be identified on the site plan – if locate slips are necessary).		
1.2	Location of Easements, right-of-ways, public roads and lanes.		
2.0	Method of attachment of the collectors and other components to the roof.		
2.1	Dimensions of the solar panels, combined weight of all components and the type of roofing materials (shingles, tiles, gravel, metal).		
2.2	Manufactures specifications and recommendations.		
2.3	Electrical permit required.		
2.4	Development permits if required.		
3.0	Engineering required when the panels are not installed to the same slope of roof, and if ballasted mounting (weighted down) system is used.		

**Checklist must be completed by applicant prior to submittal.
 Minor changes or notes on submitted plans may be in blue or black ink.
 RED INK IS RESERVED FOR DEPARTMENT.**

NOTE:
Any missing or incorrect information will delay the permit issuance.