

Solar Permit Process

To register with My City Inspector, please visit www.springville.org/permits

Permits will not be accepted as incomplete submissions

Items to include when submitting for a Building Permit:

- ___ Completed and signed building permit application including licensed installer information and valuation of system (labor and materials)
- ___ Plan check deposit required for systems larger than 4 kW at time of application and is due in FULL at time of permit submission. Contact office staff for amount.

One (1) COMPLETE set of electronic construction plans submitted in a pdf format which includes:

- ___ Site plan (module locations, structures, location of equipment, location of existing vents and exhaust outlets and fire access setbacks from ridges, eaves and valleys.)
 - ___ Construction drawings
 - ___ One-line diagram (showing equipment locations and conductor sizes and types)
 - ___ Inter-connection location (disconnect location and size of overcurrent protection)
 - ___ Calculations for system size for overcurrent protection sizing, conductor sizing and maximum allowed system based rating of equipment.
 - ___ Location of labels and placards with appropriate list of labels provided
 - ___ Pictures of existing service equipment showing size of rating and location of interconnection breaker
 - ___ Racking support locations.
 - ___ Engineering letter clearing existing conditions of additional loading of truss or rafter system
 - ___ Technical data for the following (racking, inverters, micro-inverters, optimizers, rapid shut down devices, flashings, supports, junction boxes, combiners, modules and service equipment if upgrading)
 - ___ Springville Power requires a completed Customer-Owned Generator agreement and Customer-Owned Generator application before installation of the utility meter.
 - ___ Springville Power Standards requires a production meter to be installed as part of the Customer-Owned Generator Agreement.
1. System shall be designed to the 2015 IRC and 2017 NEC
 2. All electrical equipment require UL listing

Process after submission for a Building Permit:

1. Plans are reviewed on a first come first serve basis for complete submittals
2. Plan review can take several weeks depending on the current demand

Requirements when picking up Building Permit:

1. Payment of permit fees by **CASH or CHECK ONLY**, made payable to Springville City
2. Payment of completion and performance bonds
3. Contractor information if not previously know
4. Please request inspections through My City Inspector.

