



Building Inspection Department
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Solar Panel Permit Third-Party Review and Inspection Information Guide

Current Adopted Codes:

- 2018 International Building Code (with regional amendments)
- 2018 International Fire Code (with regional amendments)
- 2018 International Residential Code (with regional amendments)
- 2023 National Electrical Code

Note: Third-Party Review and Inspection is not applicable to electrical panel/load center replacements.

Permit Application:

- Complete Building Permit Application.
- Solar Panel/Electrician contractor must register with the City and be listed on the permit application.

Plan Review/Permit Submittal:

Upload the completed Building Permit Application and plans into MyGov.

Residential (Use Project Template: Solar PV Permit (R) 3rd Party)

1. Submit Third-Party reviewer approved plans.
2. Third-Party reviewer credentials are required.
3. Plan Requirements
 - Plans must show all required roof access and pathways.
 - Plans must reference the 2018 IFC, Section 1204 for R-3 occupancies.
 - Stamped, engineered plans showing wind shear and additional roof load compliance
 - Plans must show the DC and AC disconnect location and warning labels
 - Plans must show distribution panel location and warning labels
 - Plans must show load center location and warning labels
 - Site plan showing location of panels
- The electrical contractor for the project must be registered with the City.
- Payment for the permit can be made via MyGov. Approved permits will be available electronically through the MyGov Portal.
- Permit fee- Residential \$100.00
- **No work may begin until the permit has been issued.**

Inspections:

A Third-party inspector is required to provide the city notice of the results of the inspection, along with a copy of any related report not later than the 15th day after completion. The Third-Party inspector's credentials must be included on the report.