



## Solar Permit Checklist for Photovoltaic Systems

The following list should be used to organize your application for a photovoltaic system. Please mark each item to verify that it is included with your submittal. There may be additional submittal requirements and fees, e.g., for commercial/larger systems.

### **Plan Submittal Requirements**

- Building Permit (with all required attachments, the content of which depends on if the permit is for new construction or renovation)
- Electrical Permit (including the electrical contractor full name and address and state license number)

### **Additional Documentation**

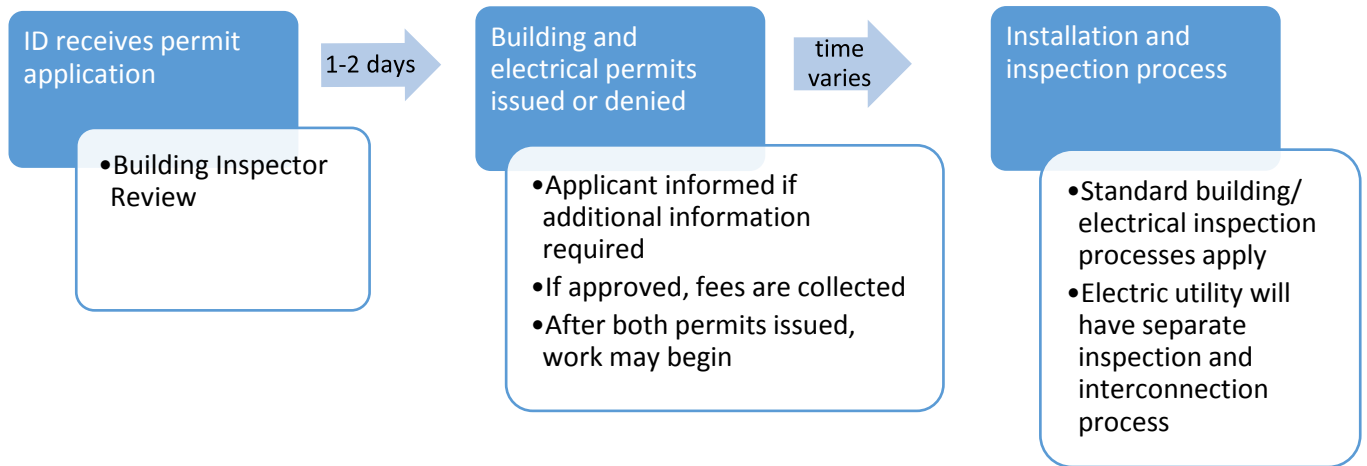
- Specification sheets and installation manuals for manufactured components including but not limited to: PV modules, inverters, combiner boxes, disconnects, mounting systems, and grounding and bonding systems.
- Plan showing location of major components on the property. This drawing need not be exactly to scale, but it should represent relative location of components on the site.
- Electrical diagram showing the array configuration, array wiring, combiner/junction box, conduit/wiring from array to inverter, DC grounding system, disconnecting means, inverter, conduit/wiring from inverter to utility point of connection, AC grounding, and system grounding, and point of connection attachment method.
- An engineer's stamp for electrical and structural components.

### **Application Fees**

Required/minimum fees for a rooftop residential system include:

- Building Permit Fee (including technical review): \$100
- Residential Electrical Permit Fee: \$50
- Solid Waste Fee: \$15

Other fees may apply based on application specifics. For example, a zoning fee of \$75 may be required for a ground mount system. More information on other potential fees is available in the [Town's fee schedule](#) (under "Planning Fees, Construction Permit Fees")



More information on office hours, office location, and related information for building permits and inspections is available at: <http://www.townofcarrboro.org/Faq.aspx?QID=63>

**Notes**

All equipment, devices, and fittings shall be installed according to the manufacturer’s installation instructions, in accordance with Article 110.3 (B) of the National Electrical Code. If (as is highly likely) the PV system will become part of the existing electrical service, the applicant will be responsible for making the existing service and its grounding electrode system safe and in compliance with the current edition of the North Carolina Electrical Code. Requests for inspection must be accompanied by required photos in the case of inaccessible roof-mounted installations. These photos must clearly show the mounting system, module grounding, cable management and protection, fittings at conduits and boxes, all conductor terminations, combiner boxes (with cover removed), and all labels on the modules and micro-inverters (if installed). Installation that do not require racks to be mounted to rafters are preferred.