



Standard Operating Procedures Residential Solar Permits – Streamlined Permitting Process

This SOP is intended to clarify the requirements for Residential Solar Permits and establish a streamlined permitting process and simplified fee structure for qualifying permit applications. This streamlined permitting process only applies to permits for rooftop-mounted photovoltaic systems on detached one- and two-family dwellings and townhouses and their accessory structures under the provisions of the International Residential Code (IRC). These shall be referred to as Residential Solar Permits.

Background

The City intends to supporting residents seeking to install rooftop solar panels by shortening the plan review timeline and charging a flat fee of \$300 to include one review cycle and one inspection. Additional fees (such as technology fees and MBP fees) will also apply. Additional plan review cycles or inspections will be charged hourly if incomplete submittal documents are received or if the permit is not approved with a single inspection. The City will strive to limit each plan review cycle to one week or less where possible.

Permitting

In order to qualify for this streamlined permitting process, a complete permit application for a Residential Solar Permit must be submitted online with the appropriate fees along with the necessary drawings and manufacturer's information needed to fully describe the project. Qualifying permit applications must meet the following requirements:

1. PV system is designed and proposed for a detached one- or two-family dwelling or townhouse not more than three stories above grade.
2. PV system is being installed by a licensed contractor.
3. Photovoltaic panels and modules are listed and labeled per UL 1703 and inverters are listed and labeled per UL 1741.
4. Mounting system is engineered and designed for PV.
5. Rooftop is made from lightweight material such as a single layer of composition shingles, metal roofing, or cedar shingles.
6. Panels are mounted no higher than 18 inches above the surface of the roofing to which they are affixed. Except for flat roofs, no portion of the system may exceed the highest point of the roof (or ridge).
7. Total dead load of panels, supports, mountings, raceways, and all other appurtenances weigh no more than 4.0 pounds per square foot.
8. Supports for solar panels are installed to spread the dead load across as many roof-framing members as needed to ensure that at no point loads in excess of 50 pounds are created.
9. The PV system will be designed to structurally support the applicable snow load but cannot be less than 25 psf or exceed 70 psf.

10. The installation will comply with the manufacturer's instructions.
11. Roof and wall penetrations will be flashed and sealed to prevent entry of water, rodents, and insects.
12. Home is code compliant to setbacks and height, or code allows expansion of nonconformity for solar panels.
13. System complies with IRC Section R324 for solar energy systems.
14. Roof access, pathways, and setback requirements comply with Section IRC R324.6.
15. Roof-mounted collectors and supporting structure are constructed of noncombustible materials or fire-retardant-treated wood equivalent to that required for the roof construction.
16. The PV system will have an approved and issued electrical permit.

Permit applications and submittal documents for Residential Solar Permits that do not comply with the provisions of this SOP for Residential Solar Permits – Streamlined Permit Process are subject to standard permit review timelines and fees based on valuation in accordance with NMC 15.05.109.2.1.