



BUILDING DEPARTMENT
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RESIDENTIAL SOLAR PHOTOVOLTAIC (PV) SUBMITTAL CHECKLIST

***PROVIDE ELECTRONIC COPY OF PLANS FOR REVIEW (along w/completed Permit Application).
ONCE REVIEWED, YOU WILL NEED TO PROVIDE 2 APPROVED HARD COPIES OF ALL ITEMS to
prevent a delay in the permit process.**

This checklist is a basic list of Items needed **to begin** the solar PV system plan review and is **not** all inclusive. Having all of the items listed on this checklist does **NOT** guarantee a permit will be issued and any additional plans, information, and/or requirements may be requested or required by Eagle Mountain City and/or its affiliates.

1. BUILDING PERMIT APPLICATION:

All required information completed including owner, address including subdivision and lot #, all contractor information including license #, EMAIL and project valuation.

2. SITE PLAN: A detailed site plan showing the location of the home on the property

- Include all roof setbacks (show fire access pathways, hips and valleys, and roof ridges)
- Location of Home on lot including setbacks. (aerial view if desired)
- Location of all PV system components on house and/or property including: Main Meter, Module Array(s), Electrical Panel(s), Inverter(s), Pass Through Box(es), AC Disconnect, etc.

3. ONE-LINE DIAGRAM: A detailed one-lined diagram is required and must show:

- Type of PV system (single inverter, micro inverter or AC module system)
- Main Meter
- Disconnect type and rating
- Inverter type and rating
- EXACT** Number & layout of modules and how they are connected together (in series or in parallel)
- All types and sizes of electrical wiring and conduit
- Ratings of all fuses or breakers
- DETAILED** Location and size of all grounding
- Labeling diagram and placement for electrical boxes, conduit, breakers, etc.

4. MODULES / INVERTERS / COMBINER BOXES / ROOF SYSTEM:

- List name/manufacturer/model/ratings of all modules, inverters and combiner boxes
- Provide manufacturer's detailed specification sheets including installation guides for above items
- Note whether home has roof rafters or engineered trusses. Also note the type of roof covering

5. ELECTRICAL PANEL:

- Provide photos** of interconnection panel with a picture of its interior label also.
- Show any other boxes to be mounted and interconnected to electrical panel

6. OTHER SYSTEM COMPONENTS:

- Provide information on all other components to be used in the system, their UL listing and installation information, etc.

7. SAFETY AND WARNING LABELS:

- List specific Warning Labels to be used (show samples)
- Show location(s) where warning labels are to be posted

8. PLUMBING / MECHANICAL VENTS:

- Show location of any and all plumbing and mechanical roof vents.

***NOTE:** No solar panel may be installed over the top of a vent.

All vents must be relocated by a licensed plumber and/or mechanical contractor.