



APPLICATION CHECKLIST

PHOTOVOLTAIC SOLAR SYSTEM

SUBMITTAL REQUIREMENTS – completed online portal application with uploaded files below

1. PLANS – combine the following 24” x 36” format items into one file labelled “PLANS”

Cover Sheet

- Applicable Codes
- Design Criteria
- Sheet Index
- Scope: PV system kW size and quantity, size, & type of modules, combiner, inverters, racking, and batteries

Site Plan

- Parcel lot lines and Address
- Location of all existing structures, fences and gates
- Location of main service panel, sub-panel, and equipment
- Location and size of GROUND MOUNT panels and equipment with distances from lot lines and structures

Solar Plans – minimum documentation

- Roof Layout Plan with fire pathways
- Roof Support Detail with Racking information
- Placards and label location notes
- One-Line Diagram

2. SUPPORTING DOCUMENTS – if applicable, combine 8 ½ x 11 format into one file labelled “SUPPORT DOCS”

Manufacturer equipment and hardware specifications with UL compliance

Structural Design Analysis – including the solar panel modules and mounting system

- Residential – required if built prior to 1994
- Commercial – ALL required to be sealed by an Arizona Registered Engineer
- Include uplift information from panel grouping area in pounds and for maximum wind and snow loads
- Identify the pullout strength per connector in pounds and show required number of connectors

Roof Structure Sign-off – verification letter signed and sealed by Arizona Registered Structural Engineer

Additional Permits or Supporting Documents may be needed; contact other divisions to determine requirements

- ❖ Public Works Engineering and FEMA Floodplain: 928-777-1405, Option 3
- ❖ Fire Sprinklers and Wildland Urban Interface (WUI): 928-777-1445, Option 3

Notes:

Applicant:	Property Address:	Permit #
Contractor:	Contractor ROC#:	Date Submitted: