

Photovoltaic Solar Panels **Review Checklist**

A permit application will not be accepted unless all of the following items are submitted or completed with:

1. Submit completed application form filled out with all pertinent information including the specific type of project and signed by applicant.
2. Plan review fee of \$100 shall be paid at the time the application is submitted.
3. Roof Plan – Five (5) copies are required. Roof plan shall be drawn to the scale of $1/8'' = 1'-0''$. Attach five (5) copies of technical drawings and information for the installation.
4. Provide a color brochure for the solar panels, panel attachment system, power system, inverter information, electrical panel information, and safety label system.