

## SOLAR BUILDING PERMIT APPLICATION

INSPECTIONS: 816-344-5117, 24 HOUR NOTICE FOR INSPECTIONS

DATE: \_\_\_\_\_ VALUE OF PROJECT: \_\_\_\_\_  
CONTRACTOR NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
CONTRACTOR ADDRESS: \_\_\_\_\_ CONTRACTOR EMAIL: \_\_\_\_\_  
OWNER NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
OWNER ADDRESS: \_\_\_\_\_ OWNER EMAIL: \_\_\_\_\_  
PROJECT ADDRESS: \_\_\_\_\_ COMMERCIAL: \_\_\_\_\_ RESIDENTIAL: \_\_\_\_\_  
WORK DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*ADDITIONAL PERMITS REQUIRED: ELECTRICAL/ FIRE - 105.7.21 Solar Photovoltaic Power Systems**

105.7.21 Solar photovoltaic power systems.

A construction permit is required to install or modify solar photovoltaic power systems. Maintenance performed in accordance with this code is not considered to be a modification and does not require a permit.

***Once plans are approved the permits can be issued. Residential plans do not need the seal of a professional engineer.***

Checklist of minimum information required: Full Plans Required

- Complete description of the equipment, including manufacturer's installation requirements and product listing information.
- Location and means of structural support and attachment of all panels. When supported by an existing structure, documentation shall be submitted to substantiate the adequacy of the existing structure to resist all required vertical and lateral forces.
- Electrical plans showing conductor sizes, number and material associated with the panels and all points of connection to the existing systems. Amperage ratings of disconnects and fuses used.
- Provide the total voltage/Kw of the installed system.
- Specify how connection is made to existing service panel; bi-directional breaker or tap at service line.
- Dimensioned roof plan/panel layout showing setbacks and required pathways.

SUSPENSION OF PERMIT; ANY PERMIT ISSUED SHALL BECOME INVALID IF THE AUTHORIZED WORK IS NOT COMMENCED WITHIN SIX MONTHS AFTER ISSUANCE OF THE PERMIT, OR IF THE AUTHORIZED WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF SIX MONTHS AFTER THE TIME OF COMMENCING THE WORK.

IT IS THE OWNERS RESPONSIBILITY TO ENSURE THE ACCURACY OF THE INFORMATION CONTAINED IN THE APPLICATION FOR BUILDING PERMIT. ISSUANCE OF THIS BUILDING PERMIT DOES NOT GUARANTEE PROPERTY LINE LOCATION OR SETBACK REQUIREMENTS FOR THE STRUCTURE. THE OWNER MAY WISH TO SECURE THE SERVICE OF A REGISTERED LAND SURVEYOR TO OBTAIN THIS INFORMATION. I HEREBY AFFIRM AS THE OWNER OR OWNER'S REPRESENTATIVE THE ABOVE STATEMENTS ARE TRUE AND CORRECT, AND I AGREE TO COMPLY WITH THE PROVISIONS OF APPLICABLE CODES, ORDINANCES, AND LAWS.

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**DATE**

Permission is hereby granted to perform the work included in this application. This permit shall not be construed to permit and violation of any laws or ordinances. If the application is found to be willfully fraudulent, you may be fined up to \$500 and your permit fee will be doubled per City Code of Ordinances Chapter 7, Section 7-404.

## **Photovoltaic Panel Submittal Requirements for Residential**

### **Ground Array**

- Complete design of array mounting system.
- A site plan showing compliance with the St. Joseph zoning code, including visual screening requirements (Section 31-364, City of St. Joseph Code of Ordinances)
- Complete electrical design – stamped and signed by a professional engineer, licensed in Missouri, certifying compliance with the 2017 National Electrical Code, the 2018 International Fire Code, and the 2018 International Building Codes and all other applicable codes This will include meeting the requirement to make circuits in raceway “not readily accessible” (2017 National Electrical Code, EC 690.31), which may or may not be met by the below screening requirement.

### **Roof Array**

- Complete design of array mounting system – stamped and signed by a design professional licensed in the State of Missouri certifying compliance with the 2017 National Electrical Code, the 2018 International Fire Code, and the 2018 and International Building Code and all other applicable codes and that the roof structure is capable of supporting the additional loads.
- Complete electrical design stamped and signed by a professional engineer licensed in Missouri, certifying compliance with the 2017 National Electrical Code.

### **Installation Requirements**

- Reminder, **no** work is to commence prior to the required permits being issued. Application for a permit does not constitute issuance of such. Penalties shall be assessed as outlined in the City Ordinance.
- All work associated with the installation of structural supports and/or mounting equipment that is NOT integral to the electrical system may be performed by qualified individuals possessing a business license with the City of Saint Joseph. Such work may include the placement, attachment and securing of the individual solar panels to the support components AND the interconnection of panels via plug-in type connectors previously installed by the manufacturer.
- All work associated with the installation of the electrical system, connection of the plug ins, components, equipment, etc. shall be performed by individuals who possess an appropriate electrical license and business license with the City of Saint Joseph. Such work shall include but not be limited to: installation and connection of bonding and grounding components, conductors, and electrical equipment.

### **Inspection Requirements**

- Roof mounted systems:
  1. First inspection: Rough frame: Attachment of rack/mounting system and flashing. Placement of the arrays, ridgelines for the roof, eave lines.  
Rough Electrical, Pre-wire inspection, grounding, bonding required for all enphase micro-inverter type installations as well as installations where wiring must be done in the field under or in the module.
  2. Final Inspection: Final on all electrical and the entire system. Inspector will provide direction on what needs to be seen.  
Access by ladder and under roof required.
- Ground mounted systems:
  1. First inspection: Footings shall be inspected prior to placement of concrete, set back requirements per the zoning code.
  2. Second inspection: Rough frame, inspection of array mounting system and module installation.  
Rough electrical, underground raceways and cable shall be inspected before covering. Pre-wire inspection required for all enphase micro-inverter type installations where wiring must be done in the field under or in modules. This inspection shall be done before module inspection.
  3. Final inspection: Final inspection on all electrical and the entire system. Inspector will provide direction on what needs to be seen.