

SOLAR PANEL PERMIT SUBMITTAL GUIDE



Fayette County Department of Building Safety

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CALL BEFORE YOU DIG

Department of Transportation	811 706-646-6566
Fayette County Clerk of Superior Court	770-716-4290
Water System	770-461-1146
Environmental Health (Septic Tanks/Fields) – Suite 200	770-305-5415
Fayette County Department of Building Safety – Suite 201	770-305-5403
Fayette County Environmental Management Dept – Suite 203	770-305-5410
Fayette County Planning & Zoning Department – Suite 202A	770-305-5421

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The following outlines the requirements for a **residential** submittal for Solar Panel permits. **This list is for reference purposes only and may not include all items needed to complete the plan's examination process. Complete and accurate submittals help expedite the plan review process.** Attention to the completeness and accuracy of the information at the beginning of the process generally leads to fewer delays and requests for revisions from county staff. Please use the following guidelines to ensure that your application includes all the information necessary for a timely review of your plans.

SUBMITTAL CHECKLIST

_____ Application is online using DBS online permitting software Sages.Gov

<https://www.sagesgov.com/fayettecounty-ga>

_____ **“Structure Specifics” must be completed on the application, or the project will be rejected.**

_____ Affidavits for Electric, Mechanical, Fuel Gas, and Plumbing as applicable

1. Legible Copy of the Subcontractors state-issued contractor's license
2. Legible Copy of Subcontractors business license
3. Legible Copy of Subcontractors driver's license

_____ Residential/General Contractors License copies as applicable

_____ Residential Contractors Business License as applicable.

_____ Authorize Permit Agent form as applicable.

_____ Plans and Supporting Construction Documents - **Refer to the “Standards for Residential Plans and Construction Documents” guide for detailed requirements.**

_____ Recorded Property Deed and Recorded Plat **if not in a subdivision.**

_____ Environmental Health approval for Ground Mount (Must be included before DBS will accept the application).

_____ **Site Plan-** Ground mount systems must also provide a site plan showing the distances to the property lines (contact Planning and Zoning with any questions at 770-305-5161). (Must be included before DBS will accept the application).

PLAN REQUIREMENTS:

ROOF PLAN:

Rooftop-mounted photovoltaic panels, modules, and racking systems shall be tested, listed, and identified with a fire classification in accordance with UL 1703.

1. Provide a roof plan projected on a site plan. Show the location and dimensions of all solar voltaic equipment and PV arrays.
2. Provide a partial roof framing plan. Show new and existing supporting rafters, beams, and headers, including rafter size, span, and spacing. Identify roof sheathing and roofing materials.

ALTERNATE: Framing information is not required if PV arrays are supported at a maximum spacing of 4 ft.

3. Detail equipment support connections to the roof. Provide detail for flashing and waterproofing at system supports.
4. Provide calculations by a licensed professional engineer or architect to verify that supporting members are adequate for existing and proposed loads. ALTERNATE: Calculations are not required if arrays are supported at a maximum spacing of 4 ft. ALTERNATE: Lateral analysis is not necessary if the total area of arrays is less than 250 sq. ft. over a second-story roof or 350 sq. ft. over a first-story roof.
5. Total dead load of panel supports, mountings, raceways, and all other appurtenances weigh no more than four pounds per square foot.
6. Panels are to be mounted no higher than 18" above the roofing surface to which they are affixed. Except for flat roofs, no portion of the system may exceed the roof's highest point. Panels on flat roofs cannot exceed the maximum height allowed by the building ordinance for Planning and Zoning.

GROUND MOUNT:

1. For ground-mounted systems - provide structural calculations and plans showing how the structure meets wind design requirements for the structure, including footings, framing, and height.

Firefighter Access

PV systems are a severe concern for the fire service because they limit access for roof operations and remain energized during daylight hours even when disconnected from the building electrical system. The following recommendations are made to help mitigate these concerns:

Access

1. A pathway should be constructed along all roof edges, peaks, and valleys for firefighter access.
2. The pathway should be not less than 36" wide measured from the edge of the solar array.
3. When solar arrays are installed on roofs, there should be a minimum of 36" clearance at the ridgeline to allow for smoke ventilation.
4. This guideline does not apply to non-habitable structures without concealed attic/roof space. Examples of non-habitable designs include, but are not limited to, parking shade structures, carports, solar trellises, etc.

ELECTRICAL:

1. Provide Electrical drawings to show compliance with the applicable provisions of the current building codes.
2. Show the location and size of the main electrical service, AC/DC disconnects, all solar voltaic equipment, and PV arrays on the roof plan.
3. Single Line Diagram: show array configuration, conduit, and conductor sizes with de-rating calculations.
4. Inverter Information: show model number, specification cut sheets, and maximum D.C. input.
5. PV Module Information: show open-circuit voltage (VOC), short-circuit current (ISC) max series fuse.
6. Array Information: show number of modules in series, number of parallel source circuits
7. Wiring and Over Current Protection: show conductor ampacities, adjusted with all de-rating factors, show rating and location of all Over Current Devices.

8. System Labels and Warnings as required per code.
9. Grounding Details: show equipment ground conductor, ground electrode conductor from the inverter to a ground rod or Ufer ground
10. Disconnects: show AC/DC disconnects at the inverter. DC disconnect is required prior to DC array conductors penetrating the roof's surface or entering the building unless a metallic conduit is used.
11. System Calculations: show (VOC) calculated 1.13 (temperature correction factor for City of RPV) (ISC) calculated x 1.25% (NEC 690) x 1.25% (UL 1703)
12. All PV equipment shall be listed and labeled.
13. All Manufacturer cut sheets and manufacturer's installation manual for all equipment to be used for the project. These documents can be separate from the plans. Still, the equipment submittal will be specific to this project, easily identified, and highlighted with all the required UL Listing for all solar and solar racking systems, including certification for grounding/bonding of the module/racking assembly and connectors.

PLAT REQUIREMENTS FOR PERMIT APPLICATIONS

- Location of all existing and proposed structures drawn to scale and identified (house, barn(s), swimming pool, garage, etc.)
- Dimensions of the proposed structure (length and width).
- Distance lines are drawn from each property line to the closest part of the proposed structure.
- Location and shape of all existing and proposed driveways.

RESIDENTIAL FEE SCHEDULE

Plan Review:

\$ 50.00

Permit Fee:

\$ 100.00 Permit Fee

\$ 25.00 Each Plan Revision

Any questions you may have about the Plan Review Process should be directed to:

770-305-5273

****NOTICE** ANY WORK CONCEALED BEFORE THE NECESSARY INSPECTION HAS BEEN APPROVED WILL REQUIRE AN ENGINEER'S EVALUATION SIGN-OFF OR TO BE PROPERLY EXPOSED FOR THE INSPECTION.**