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MEMORANDUM

Photovoltaic Solar Requirements and Information for Commercial and Residential Installations

Submittal Requirements Checklist

1. A letter from owner giving permission to act as owner's agent to obtain a permit.
2. COI, Copy of Master Electrician License and Driver's License (required for all electrical permits).
3. Proof of Insurance.
4. Complete Electrical Plans – scope of work.
5. PV Meter Location.
6. ROOF PV PLANS: A scaled plan illustrating that all serviceable equipment meets international building codes.
7. GROUND PV PLANS: A drawing illustrating how the array will be configured. The array must conform to all city setbacks.

Additional Notes

- The City of Smithville has a "One-Stop-Shop" permitting process for the electrical, building, and/or rooftop or ground-mounted solar PV permits. Bring or send the required information on the checklist to the Permit Department at City Hall to request the needed permits.
- Projects with full and complete information are processed within 10 business days.
- The majority of permit fees for residential and commercial solar PV cost less than \$400.
- At this time, the City of Smithville does not have a separate permitting procedure for solar structures; any solar PV would fall under electrical/building permits.

Jack Page

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