



Solar Photovoltaic Permit Requirements

Revised 10-1-13

To help in the Solar PV “Expedited Permit Process” please complete the following prior to permit application.

Expedited Permit Process requirements;

- a) An array composed of 4 or fewer series strings.
- b) An Inverter with a rated output of 13.44 kW or less.
- c) Use of an engineered mounting system on a code-compliant roof and a rooftop distributed weight of less than 5 lb/sq ft. and less than 40 lbs. per attachment, (Park City requires a structural engineer’s review).
- d) Use of listed components (PV, inverter, etc.)

The system shall not exceed 15kW. If system is over 15kW a full plan review will be required. If the system is over 25Kw, has battery back-up, or additional sources of power generation (wind turbine, generator, etc.) an Electrical Engineer shall review and approve plans.

Complete the Solar ABC’s form “Expedited Permit Process for PV Systems” for the applicable type of system, i.e. Standard String, Micro-Inverter, AC Module or, Supply-Side Connection. Click “[fill-in forms](#)” at web link below; <http://www.solarabcs.org/about/publications/reports/expedited-permit/>. Ensure site plan indicates street and cross street names, location of all signage and electrical disconnects.

***If you qualify for an over the counter permit, you will need to schedule a plan review with the front office by calling 435-615-5100. (No same day appointments)

1. Park City Fire District for approval of roof access pathways widths and locations (this must be done prior to permit application).
2. A Structural Engineer shall review roof loading and approve installation on existing roof or detail modifications needed. Additionally, engineer to supply array racking system mounting attachment spacing (see #2. e. Solar ABC’s worksheet, by engineers letter or otherwise).
3. Ensure there is a note indicating what the percentage is, of conductor fill for all conduit runs.
4. Indicate if any deration of conductors is required for the relation of installed conduit height above roof surface, and what that deration factor is.
5. Include details for battery storage and venting (if used).
6. Indicate locations for signage and what the signs wording is.
7. Indicate all conduit mounted in roof framing shall be a minimum of 10” below roof sheathing.
8. HOA letter (if registered with city).

Note: Generally a “Building and Electrical” permit will be required. Subject to National Electrical Code, and International Building Codes.