



SOLAR PERMIT CHECKLIST: FOR RESIDENTIAL PHOTOVOLTAIC SYSTEMS

*The following checklist should be used to organize your application.
Please mark each item to verify it is included with your submittal.*

APPLICATION DOCS

- [Residential Zoning/Building Permit Application](#)- in blue at the top of this page
 - [Paper Application](#) and [Online application](#) are available.
 - Complete Sections A, B, C & E-2 (the electrical specific portion of the application)
 - Review time for permit is 5 business days for a decision of approval or rejection and 5 business days for approval for issuance for a total of 10 days
 - Rooftop solar is exempt from zoning permit **except** in the following protection areas: Historic District, Neighborhood Conservation District, Floodplain, Jordan Lake buffer, and Resource Conservation district. Ground arrays require Zoning review and approval.

- Complete** the other minimum required documents located in the [Residential Building Permit Checklist \(Quick links to required forms for all permits: \[Recyclables Materials Form\]\(#\), \[Signed Scope of Work document\]\(#\)\)](#)

- Submit system plans electronically (permit@townofchapelhill.org)
 - Plans need to include all electrical and structural specs (connections, tie-down, ability of roof to support the new load, etc.) for the PV panels from a NC licensed design professional
 - Minimum scale: ¼ inch= 1 foot
 - Location, panel size and number and how you plan to achieve and maintain safety during maintenance

- If the Cost of Construction is over \$30K- complete additional documentation:
 - Owner occupied property owners may sign a [Lien Holder Exemption](#), otherwise a [Lien Holder Certification](#) is required (Link to left provides step by step instructions for the homeowner to complete for generating the required certificate with a QR code, required for submittal to the Building Dept., and including property owner information and a \$25 fee.)
 - [Workman's Comp Affidavit](#) (Certificates of Insurance are required for each contractor)
 - If property owner is serving as their own contractor (not recommended) the following form is also required [Owner Exemption Affidavit](#)

- Any solar installation not exceeding (\$30,000.00) thirty thousand dollars is eligible for streamline permit process with a goal of 3 day approval**

APPLICATION SUBMITTAL PROCESS

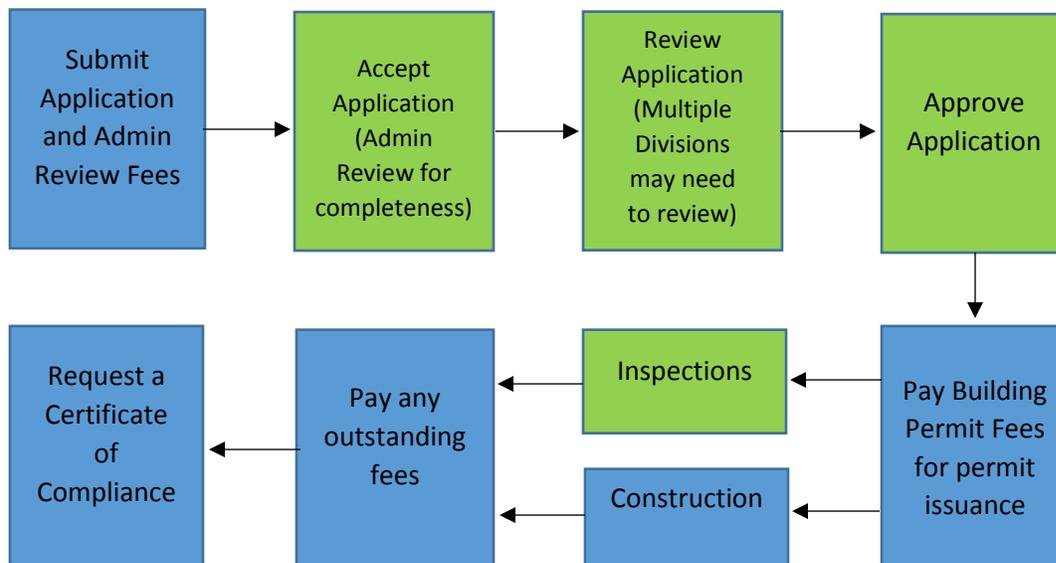


- ☐ Follow these [guidelines](#) and procedures when submitting for a Residential Permit Application:
- Register and Submit the applicable online building permit application ([Residential Building- Cost Over \\$30,000](#) or [Residential - Cost Under \\$30,000](#)) (Note: do not submit application until fee is paid);
- OR**
- Send via email to permits@townofchapelhill.org
- OR**
- Submit in person to [Development Service Center](#) on the first floor of Town Hall (405 Martin Luther King Jr. Blvd) across from the Council Chambers

APPLICATION PROCESS FLOWCHART

Blue boxes represent the role of the applicant in the process

Green boxes represent the role of staff in the process



FEES

Fixed Fee based on the Council approved fee schedule available at this [link](#)- \$350 (includes fees for all work related to Building, Electrical, and Plan Review)

INSPECTION PROCESS AND PERMIT CLOSE OUT

Solar PV systems require final inspections for both Electrical and Building to close out the permit process. Note for residential projects it may be possible to have one inspector provide both building and electrical inspection. For commercial installations this is less likely.

Electrical Final Inspection- In order for the electrical inspector to sign off on the electrical final



TOWN OF CHAPEL HILL
Development Services- Building
405 Martin Luther King Jr. Blvd
Chapel Hill, NC 27514-5705

phone (919) 968-2718 fax (919) 932-2954
www.townofchapelhill.org

inspection, the electrical contractor must be present for the inspection and available to walk with the electrical inspector.

Building Final Inspection- In order to qualify for this inspection, the **system designer** must be present onsite during the installation in order to verify that the install was done in accordance with the design and is structurally sound.

Building “Framing” Inspection: A summary letter signed and sealed by licensed design professional stating that the PV system is installed as designed and structurally sound is to be provided in lieu of a “framing” inspection.