



TOWN OF CHAPEL HILL
Building Inspection and Code Enforcement
A Division of the Office of Community Safety
405 Martin Luther King Jr. Blvd
Chapel Hill, NC 27514-5705

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

Residential Photovoltaic Systems

Inspection Guidelines

The Inspection Process:

It is the contractor or owner's responsibility to schedule and coordinate all required inspections and obtain approvals before covering or concealing any work. The contractor or responsible party shall be available at the jobsite and provide proper access for the inspector. All Town of Chapel Hill approved paperwork must be kept on site and available for inspection.

Field Inspection Checklist:

- All approved paperwork including but not limited to plans, inspection placard, and manufacturers' installations instructions, sealed engineering paperwork shall be made available on site. This would include Engineers sealed summary that all work was performed to their site visits and design.
- Installation of equipment shall be as per approved engineered designed plans.
- Work shall be ready for the inspection being requested.
- Roof and job site shall be safe and accessible to perform the inspection requested.
- A ladder complying with OSHA requirements shall be made available and secured in place for inspection.
- All required working clearances for electrical equipment must be provided and maintained.
- All clearances are met on roof edges of three feet as per fire department

Service Equipment:

- The service equipment and its verifiable bus rating shall be adequate and properly sized for the designed backfeed from the PV System.
- The service grounding and bonding connections shall be located and verified.
- All grounding requirements shall be verified on PV systems involving detached structures.
- The installed circuit breaker shall be of the same manufacturer as the existing service equipment, or listed to be used for the existing service equipment.
- When existing multi-wire branch circuit breakers are relocated to accommodate the new PV breaker, loads must be balanced on the bus. Any relocated circuit breakers will require an updated panel schedule.