



**Residential (Single Family)
Solar Photovoltaic (PV)
Systems**

**Permit Submittal
Requirements**

**Handout
235**

REV 09/16

**Development & Engineering Department
Building Development**

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PERMIT SUBMITTAL REQUIREMENTS

Residential (Single-Family) Solar Photovoltaic (PV) Systems Contact Fire Prevention Division for additional requirements (623)773-7275

In an effort to promote uniformity under the purview of life safety, the following submittal requirements are required for securing necessary electrical/building permits for residential (single-family) photovoltaic (PV) systems:

1. By signing the permit application, installer verifies that they have visually inspected trusses for pre-existing damage. If damage is noted, repair requirements designed by a structural engineer must be submitted with the PV application.
2. Complete Solar Permit Application (400S) and submit with two (2) sets of plans and all supporting documentation.
3. Location of PV installation indicated on roof plans. Truss structural engineering analysis shall not be required for panels whose weight does not exceed 5 lbs. per square foot and/or point loads do not exceed 40 lbs. If any amount exceeds these values a structural analysis will be required. Structural engineering will be required for any trusses constructed with less than 2x4 dimensional lumber.
4. Provide cut sheets and mounting details for racks per roof covering for PV panel installation. Show locations of points of attachment with distances apart and pounds per point on the plan.
5. Provide electrical one-line and three-line (showing phases, neutral and ground) diagram.
6. Provide cut sheet and listing for inverter (DC to AC conversion)
7. Provide cut sheet for solar panels and mounting hardware. Show locations of points of attachment and pounds per point on plan.
8. Note on plans that PV equipment shall be designed and installed in accordance with NEC 690 and posted with applicable warnings, signage and plaques per NEC 705-10, 690-17 & 690-64(b)(5).
9. Solar Photovoltaic submittals, if all required documents are properly completed and submitted, will be expedited with a guaranteed first submittal turnaround time of 5 business days.

****Separate requirements apply for Commercial designs. Please contact Building Development for more information.**