



BUILDING DIVISION
437 N Wasatch Drive
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RESIDENTIAL - SOLAR PANEL
PLAN SUBMITTAL CHECKLIST

Requirements as of 9-1-2016

PLAN SUBMITTAL CHECK LIST - The following is a list of items required for residential SOLAR PANEL plan submittal. The Plans Examiner may require additional information to complete their review. Missing information may cause a delay in plan review approval.

1. ONLINE BUILDING PERMIT APPLICATION - Submitted at www.laytoncity.org:

- Include property owner, general contractor, subcontractor(s), DOPL licenses, contact person and project valuation.
Permit must include a Contractor with an S200 General Electrical or an S201 Residential Electrical qualifier to install the electrical system.

2. THE FOLLOWING ITEMS MUST BE HAND-DELIVERED TO THE BUILDING DEPARTMENT:

A. TWO (2) COMPLETE SETS OF PLANS:

- All documents and photos must be clear and easily readable;
Plans must reflect current Building Codes: 2014 NEC, 2015 IRC and 2015 IFC

B. SITE PLAN (PLOT PLAN):

- Location of home on the property including a North Arrow
An aerial photo of the home clearly showing roof ridge lines, hips, valleys, etc.

C. ROOF OR GROUND MOUNT PANEL LAY-OUT DIAGRAM:

- Diagram of all PV system components as they appear on the house and/or property including: main meter, module array(s), electrical panel(s), inverter(s), pass through box(s), AC disconnect, Rapid Shutdown device, electrical trenches, etc.
Fire Clearances for R-3 Roofs: Minimum 18" at ridge lines with loading on opposite slope...
Location of all plumbing, mechanical and roof vents.

D. STRUCTURAL ENGINEER'S REPORT:

- Engineer's report providing structural analysis of the existing roof system and its ability to handle the additional load, etc.

E. ONE-LINE DIAGRAM(S) showing the following:

- Type of PV system (single inverter, micro inverter or AC module system);
Main Meter Disconnect type and rating (100 AMP, 200 AMP, etc.) Does the main electrical meter require an upgrade?;
Location and type of Rapid Shutdown device to be used (Not just a note saying the system is compliant);
Inverter type and rating;
Number and layout of modules and how they are connected together (in series or in parallel) in each array;
Types and sizes of electrical wiring and conduit;
Ratings of all fuses or breakers;
Location and type of all grounding electrodes, both existing and auxiliary;
Indicate which Warning Labels are to be posted and where.

F. MANUFACTURER SPECIFICATION SHEETS FOR EQUIPMENT:

- Provide spec sheets for modules, inverters and combiner boxes, mounting/racking systems, rapid shutdown, etc.;

G. ELECTRICAL PANEL(S):

- Provide actual photos of: A) Service panel location; B) Service panel with inside cover removed showing main service disconnect rating; C) Panel rating; D) Subpanels used; (Any existing electrical code violations must be corrected)

H. OTHER SYSTEM COMPONENTS:

- Indicate management of roof penetrations, electrical wiring, etc.

I. SAFETY AND WARNING LABELS:

- Sample of all Warning Labels to be used for disconnects, electrical boxes, conduit, breakers, etc.
Indicated color of label, size of lettering and type of material label is be made of. (Rapid Shutdown label must be reflective with all letters white, at least 3/4" in height, capitalized and on a red background.)

THE BUILDING DEPARTMENT HAS A MORE COMPREHENSIVE LIST IF NEEDED

I hereby acknowledge that I have reviewed the above checklist and have included each required item with my plan submittal.

Project Address: _____ Date: _____
Signature: _____ Printed Name: _____
Company: _____ Phone: _____