

The following items are required in order to obtain a permit for a new solar system. Please include all items when you submit this completed application for permit.

- 3 copies of Site Plan:** Draw what you see when you look at your property on Google Earth: A view from overhead, with dimensions. (If you need help with this, ask an Ogden City Development Services technician for our handout : **“How to draw a simple site plan.”** It is also available on our website at Ogdencity.com → “development” → “permitting.”)
- 3 copies of Mounting system diagram:** Provide detailed information on the module mounting system and include the weight of all components that will be installed on the roof.
- 3 copies of Roof Structure information:** Is the roof built with pre-engineered trusses with pressed connection plates, or is it comprised of hand-framed roof rafters? ****All commercial installations and any residential installations on roofs built using rafters (not trusses) will require a structural engineer’s evaluation of the roof structure.****
- 3 copies of photographs of roof framing taken from inside the attic.**
- 3 copies of One-line electrical diagram:**
 - Provide a detailed one-line diagram and show the type of photovoltaic system to be installed. (ie: single- inverter system with one or more strings of modules connected in series; a micro-inverter system; or an AC module system.)
 - Show the **exact number** of modules (solar panels) and the layout of those modules
 - Show how the modules are connected together (in series or parallel), identify all wire types, sizes, conduit types, conduit sizes, locations of all circuits and system components on, or in, the house, and the ratings of all fuses and/or breakers.
 - Label the location and the rating of the electrical panel the photovoltaic system will back feed into.
- 3 copies of Module specification sheets:**
 Submit solar panel specification sheets showing the modules’ STC-rated watts (Pmp), volts (Vmp), amps (Imp), open circuit voltage (Voc), and short circuit current (Isc). **Note:** Modules must be listed as meeting Underwriters Laboratories UL 1703.
- 3 copies of Inverter Specification sheets:**
 Provide the inverter manufacturer’s specification sheets showing the watts and volts the inverter is rated for and what the inverter’s maximum rated AC output amps and voltage is. NOTE: Utility tied inverters must be listed as “utility interactive” meeting Underwriters Laboratories UL 1741, and have ground fault protection.
- 3 copies of Total array power:** (Not required if installing a micro-inverter system)
 Submit the total amount of watts, amps, volts, open-circuit voltage (Voc at the coldest possible outside temperature-see NEC 690.7), and short-circuit current the array can produce.
- 3 copies of System Components:**
 - Provide information for each different type of component used in the system and show how it will be installed.
 - Show that all equipment is listed and rated for the type of voltage (AC or DC), amount of voltage, and the amount of current that it could be subjected to.
- 3 copies of photographs of the electric meter on the outside of the house. Take one picture of the meter with the cover on, and one picture of the meter with the cover off, showing the wires inside.**

Contractor Licenses authorized for Solar System installation:

- S200– Electrical Contractor
- S202– Solar Photovoltaic Contractor
- S201-- Residential Electrical Contractor (for residential only)

NOTE: if there are any structural changes made to the roof, a General Contractor (B100/ R100) must be listed on the permit.

If you are the homeowner, you are allowed to obtain the permit for an installation on your own residence.