



Photovoltaic & Solar Hot Water System

APPLICATION CHECKLIST

MINIMUM REQUIRED DOCUMENTS

By checking each requirement, you are stating that you are aware of or have supplied correct and complete information. Complete the information sheet attached.

1. Residential application (Permits may be issued to the owner-occupant of the property, a licensed general contractor, a licensed PV contractor, or a registered electrical contractor)

OR

- Commercial application (Permits will be issued to a licensed general contractor who has the responsibility for hiring licensed subcontractors as required by the work being done)
 2. Completed permit application
- **Plumbing vent termination is not allowed to remain under solar installations. Vent termination must be relocated (and possibly resized) in accordance with the Uniform Plumbing Code (UPC) and/or the IRC .

Residential

- Type of Solar Panels Produce Electrical Power OR Provide Hot Water
- R1. Two copies of equipment information sheet (cut sheets) that indicates size and weight.
 - R2. Two copies of manufacturer's installation instructions.
 - R3. Equipment must be listed and labeled.
 - R4. How many solar panels will be installed?
 - R5. Where will the solar panels be installed?
 - R6. Roof Plan – Show existing condition and location of proposed equipment **
 - R7. The equipment must be installed per the manufacturer's recommendations.
 - R8. Does proposed equipment installation cause the roof load assembly to exceed the snow load requirement of the Pueblo ordinances? Yes No
If yes, please provide professional engineered drawings of installation.
 - R9. Either a one line drawing or a complete calculation sheet for the installation
 - R10. A signed routing sheet for any ground mount installation or any installation within an historic district or building.

Additional information required by the Building Official necessary for issuance of the permit may be requested. Cut sheets and manufacturer's installation instructions must be on the job site at time of inspection.

Commercial

- Type of Solar Panels ○ Produce Electrical Power OR ○ Provide Hot Water
- C1. ○ Two copies of information sheet to include:
 - Scope of work
 - Occupancy type (if known)
 - Building Type
 - Equipment information sheets (cut sheets) that indicates size and weight.
 - Copy of manufacturer's installation instructions.
 - One-Line diagram of electrical stamped by an electrical engineer
- C2. ○ Equipment must be listed and labeled.
- C3. ○ How many solar panels will be installed?
- C4. ○ Where will the solar panels be installed?
- C5. ○ Equipment must be installed per the manufacturer's recommendations.
- C6. ○ For a tilt-up system, we require an additional stamped engineer's letter certifying that the structure being used to anchor the solar array will endure the additional stresses created by the tilt-up system's wind load.
- C7. ○ Two sets of legible dimensioned plans, drawn to scale, with seals and signed to include:
 - ✚ Site Plan (Show North Arrow)
 - ✚ Legal description on site plans (lot, block and address).
 - ✚ Show all property lines and easements (if applicable).
 - ✚ Floor Plan showing proposed equipment locations (if applicable).
 - ✚ Roof Plan showing existing mechanical, plumbing, venting, Intakes and proposed equipment. **
 - ✚ Engineered details of the panels attachment to existing roof. (Meets min. roof and wind loads requirements) For ground mount systems, a engineered mounting detail.
 - ✚ Mechanical, electrical and plumbing plans, as required.
- C8. ○ A signed routing sheet for any ground mount installation or any installation within an historic district or building.

Additional information required by the Building Official necessary for issuance of the permit may be requested. A plan review will be completed on all commercial installations. A job site stamped copy of all plans, cut sheets, and manufacturer's installation instructions must be on the site at the time of inspection.

NOTE: Staff Cannot Accept Incomplete or Illegible Documents