



# Solar and/or Electrical Storage System Electronic Submittal Checklist

This document is a checklist prepared for applicants to use in performing a last minute review of their Electronic Plan Review submission. Please see the submittal checklist located at [Building Documents and Forms](#) for more detailed description of each submittal requirement. Which items you will need depend upon the design of the structure you intend to build.

**This completed submittal checklist must accompany your application, failure to do so will result in a rejection of your submittal.** Please review this document in its entirety, if you have additional questions our staff will be glad to answer them for you.

**Items you will need to submit:**

- An active citizen portal account on the [Online Permit Center](#).
- Your submission is condensed into two PDF files with all pages bookmarked (PLANS and SUPPLEMENTAL). See below for contents.
- A completed copy of this checklist included as page one in the plans file

**Designated Contact for all Correspondence:** (This should be the person listed as Applicant on the Permit. Only one contact is permitted)

Name \_\_\_\_\_ Email address: \_\_\_\_\_

### Drawings

All sheets must be uploaded into one PDF file and bookmarked.

Naming Standard: plans-date.pdf  
(i.e plans-06.02.21.pdf)

- Complete Sets of Plans** -Properly formatted and complying with our [Submittal Standards](#)
  - Completed Submittal Checklist
  - [Title Page](#) - Include all required information
  - [Site Plan](#)
  - Single Line Electrical – stamped by an electrical engineer, or signed by a C10 or licensed installer along with their license number
  - Attachment Details
  - Footing details (ground mounted systems) and signed structural calculations for array mounting system

### Supplemental Forms

All forms are to be uploaded into one PDF file.  
Naming Standard: supplemental-date.pdf  
(i.e supplemental-06.02.21)

- Construction Waste Management Plan
- Cut Sheets – for all equipment being installed
- Structural Calcs – showing the roof can take the loads of the new solar system and the existing or new roof material. Or copies of sheets providing: type of wood, sizing, spacing & span of roof framing member to which panes are attached and the type of roofing materials (roof framing plan)

Your project may require some or all of the additional documents listed below.

- Agent Authorization Form
- Special Inspection and Testing Form
- Geologists/Soils Report