



**ELK RIDGE CITY  
SOLAR BUILDING  
PERMIT APPLICATION**

<b>PERMIT #</b>
APPROVED BY _____
DATE _____

**PERMIT TYPE**

**SOLAR:** I have completed the solar application with SESD. SESD approved the system I am submitting for a building permit. SESD approved this system on \_\_\_\_\_ (date).

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

**HOMEOWNER DETAILS**

Name \_\_\_\_\_ Tax Serial # \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

**CONTRACTOR DETAILS**

Name \_\_\_\_\_ Contractor License# \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

A Contractor Registration Form must be filled out and turned in with the contractor's license each year. The form is at elkridgcity.org.

**PROJECT DETAILS**

VALUATION \_\_\_\_\_ System Design Capacity \_\_\_\_\_ (kW)

Brief Description of project \_\_\_\_\_

**APPLICANT SIGNATURE-PLEASE READ CAREFULLY**

1. I agree to comply with all City, County, and State building Laws, Codes, and Ordinances, and that the representations in this application are true and accurate. Any misrepresentations or errors herein are the sole responsibility of the applicant and shall in no way accrue liability or obligation to enforcing officers or agents. (Initial) \_\_\_\_\_

2. This permit becomes null and void if work or construction authorized is not commenced within 180 days or if construction work is suspended or abandoned for a period of 180 days at any time after work is commenced. (Initial) \_\_\_\_\_

3. I understand construction equipment, including dumpsters and sanitary facilities, cannot be stored on the road. (Initial) \_\_\_\_\_

4. Does this property have any Covenants, Conditions and Restrictions (C,C,&Rs)? (Circle One) Yes No

5. If yes to 3, I agree to be familiar with and follow those outlined for this property. (Initial) \_\_\_\_\_

6. I agree to print a copy of the approved plans and will have the plans available on site for inspectors during all inspections. (Initial) \_\_\_\_\_

7. I am aware of the inspections necessary and will be responsible for passing all inspections before receiving a Certificate of Completion. (Initial) \_\_\_\_\_

8. I will comply with the requirements set forth in the Solar Building Permit Overview. (Initial) \_\_\_\_\_

**USE OF SOLAR SYSTEM IS PROHIBITED UNTIL AFTER FINAL INSPECTION AND CERTIFICATE OF COMPLETION IS ISSUED.**

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

**PERMIT FEES**

TYPE	FEE	RECEIPT #
Plan Check Fee		
Plan Check Deposit		
Building Permit Fee		
1% Building Permit Fee		
Performance Bond		
Other		
<b>Total Fee</b>		



# SOLAR BUILDING PERMIT OVERVIEW

## OVERVIEW

The City has compiled an overview for you of the process for adding solar to a home in the City of Elk Ridge. **Please read all of the information in this packet. You will be held responsible for the information provided.** The Building Permit process is crucial to a safe and structurally sound structure. The following items are absolutely necessary in order to start the permit process and are required before plans will be accepted and forwarded to the Building Inspector for a Plan Check Review.

## STEP ONE: PERMIT APPLICATION

- A. Apply for solar with SESD and receive approval. You must complete this step before submitting an application for a building permit with Elk Ridge City. Please refer to SESD for system qualifications and limitations. For your information, there is a limitation on the number of kilowatts they allow.
- B. **Email** the following to [ruby@elkridgecity.org](mailto:ruby@elkridgecity.org):
  1. Completed Building Permit Application, including homeowner's signature certifying letter A was completed.
  2. Plans drawn to scale with electrical indicated
  3. Stamped Structural Engineering for the roof load
  4. Any additional items needed to understand scope of project.
- C. Plan Check Fee of **\$200 CASH OR CHECK ONLY** (Applied to permit fees). If the office is closed the plan check fee can be dropped off in the green box by the flagpole. Please indicate on the check it is for a building permit and include the address.

## STEP TWO: PERMIT FEES

After the plan review is completed you will be contacted regarding the fees needed in order to obtain the building permit. The **permit number** will be assigned upon receipt of permit fees. The permit number is needed to schedule inspections.

## STEP THREE: INSPECTIONS

Inspections are done through **Sunrise Engineering**. **Please contact them directly to schedule your inspections: 435-743-6151.** The inspection required for a solar installation is a final inspection.

## STEP FOUR: CERTIFICATE OF COMPLETION

Upon City approval after the passing of the final inspection a Certificate of Completion is issued and emailed to the email address listed on the application.