

## Cedar Fort Solar Building Approval Procedures

Applicant Name:	Building Permit #
Current Address:	Phone number:
Building Address:	Parcel/Serial Number:
Mailing Address:	Email Address:
Date of Application:	Zone:

Type: ( ) Solar Connection ( ) Other \_\_\_\_\_

NOTE: This checklist is not an exhaustive list of requirements to obtain a building permit. For questions, contact:

Ellen Cibula, Councilwoman      email: [building@cedarfort.town](mailto:building@cedarfort.town)      Phone: 801-768-2147, ext. 5

**This Checklist and the numbered Town of Cedar Fort Building Permit Application must be TOTALLY COMPLETE before it will be accepted and subsequently reviewed. NO EXCEPTIONS!**

COMPLETED Cedar Fort Building Permit Form and Checklist will be mailed, or hand delivered, to: **Town of Cedar Fort, Attn. Town Clerk, PO Box 389, Cedar Fort, UT 84013.**

The following items are required for the Town to evaluate a request for a Building Permit:

**1. ( ) Solar Panel Connection**

Solar panels installed in residential zones shall meet the following standards:

- 1.1. Roof mounted panels designed for residential use shall be used.
- 1.2. Ground-mounted panels shall:
  - 1.2.1. be located only in rear yards and interior side yards, and
  - 1.2.2. comply with lot coverage limitations, and
  - 1.2.3. not exceed fifteen feet in height as measured from established grade to the highest point of any panel or panel structure, and
  - 1.2.4. be located behind an opaque fence or wall a minimum of six feet in height.

Solar panels installed in non-residential zones shall meet the following standards:

- 1.3. Ground-mounted panels shall:

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- 1.3.1. meet all building height, setbacks, and lot coverage limitations, and
- 1.3.2. not obstruct required landscaping.

1.4. Panels shall be designed to minimize reflection.

Panels and panel systems that are designed to be tied into the utility grid shall be installed and connected by a licensed photovoltaic contractor, in compliance with the National Electrical Code.

Solar units installed on structures other than a Home/living space will require an ELECTRICAL INSPECTION only. The owner of the connection will be responsible for design/retrofit of the structure to handle the solar unit.

Solar units installed on an existing Home/Living space will require ENGINEERING DESIGN APPROVAL and DRAWINGS for retrofit to handle newly-imposed stress on structure. It is the owner's responsibility to verify the Design matches actual construction in the field and also to ensure safety to the residence.

Solar units installed on a NEW Home/Living space will be a part of the BUILDING PERMIT approval process that exists currently.

Once electrical connection is approved, OWNER OF CONNECTION will contact the Town to discuss status of project and schedule an inspection through councilman over building permits.

- 2. ( ) **Two sets of plans** (proper size, as noted above) Complete package must include a minimum of:
  - a. Proposed Solar Array addition
  - b. Notes
  - c. Electrical Plan (see Electrical Permit Information for Solar Photovoltaic form, page 4)
- 3. ( ) **Digital Copy**. All of the above required information must be submitted in paper as prescribed above and electronic format (PDF). Separate PDF files will be provided grouping information in each file to correspond to the above numbered requirements.
- 4. ( ) **Deposit (non-refundable)** - \$75 made payable to: Town of Cedar Fort.
- 5. ( ) **Building Permit Application Form** completed and signed.
- 6. ( ) **Signature** - I certify that the above information is true, correct and complete, to the best of my knowledge.

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Signature of applicant

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Date

### Building Permit Fees

- Electrical Connection - \$75 Town filing fee
- Inspection Fee - cost based on inspections

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**Deadline to Issue Permit** - After Town approval of the Outbuilding Building Permit, applicant must pay all fees and collect permit within 60 days of said approval. Failure to pay all fees and collect approved permit will result in a lapse of approval and all deposits will be forfeited. It is the responsibility of the applicant to confirm building permit approval by the Town and to obtain the building permit.

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## INSPECTION PROCEDURE INFORMATION

After the building permit has been approved, the following procedure will be followed in requesting inspections.

1. Town will notify Building Inspector that a permit has been issued (Name & Number on permit). Inspector maintains a log of inspections for each permit.

**2. When an inspection is needed, Applicant will fill out the Cedar Fort Building Inspection Request Form at [www.townofcedarfort.com/building-inspections.htm](http://www.townofcedarfort.com/building-inspections.htm). This will notify Councilman over permits and arrange inspections by the Town Inspector (notify Town 3 days before desired inspection).**

The URL is: **[www.townofcedarfort.com/building-inspections.htm](http://www.townofcedarfort.com/building-inspections.htm)**

3. Pursuant to State Code, no longer than 180 days can transpire without substantial progress being made on building after the permit has been issued - substantial progress being defined as an inspection or partial inspection being called for.

4. Failed inspections will require additional inspection(s) and will require additional payment by the applicant.

5. When FINAL INSPECTION is completed, Inspector will sign APPROVAL Form.

For Town Use only

Date Application postmarked \_\_\_\_\_ Date received by Town \_\_\_\_\_  
Application Complete? ( ) Date \_\_\_\_\_ by: \_\_\_\_\_

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## Electrical Permit Information for Solar Photovoltaic

Job Address \_\_\_\_\_

Owner \_\_\_\_\_

Owner Phone Number \_\_\_\_\_

Contractor/Applicant Name \_\_\_\_\_

Applicant Phone Number \_\_\_\_\_

Applicant Address \_\_\_\_\_

Contractor License Number \_\_\_\_\_

Number of Roof-Mounted Solar PV Modules \_\_\_\_\_

## Residential Solar Photovoltaic (PV) System Plan Submittal Checklist

**IMPORTANT NOTE: Customer is responsible to ensure that the system is adequate and designed to code. The Town assumes no liability for structural or other failures of the system. This information is requested to help the customer evaluate the appropriateness and completeness of the proposed system. The inspection is for connection to the utility only.**

This checklist is only a basic list of items needed to approve a solar PV system and is not all inclusive. Having all the items listed on this checklist does not guarantee a permit will be issued and any additional plans, information, and/or requirements may be requested or required by Cedar Fort at any time. Must be designed to the 2014 National Electrical Code (NEC) and the 2015 International Codes (IBC, IRC, IFC). Two (2) complete sets of Plans are required.

1. Site plan: A detailed site plan showing the location of the home, electrical meter panel, and all PV system components on the property is required. Plumbing vent terminations are not allowed to remain under solar installations. Vent terminations must be relocated (and possibly resized) or an air admittance valve may be utilized in accordance with the International Plumbing Code (IPC) and/or International Residential Code (IRC).

2. Mounting system: Provide detailed information on the module mounting system and also the weight of all components on the roof. The support manufacture specs must also specify the required support spacing based on the local wind and snow loads. Note if the home roof rafters are engineered trusses or provide information on the type and size of the roof rafters if they are other than engineered trusses. Also note the type of the roof covering (shingles, metal, or tile) and how many layers of the covering there are. If the

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racking system has integrated grounding/bonding, please also provide spec sheets showing such. Please provide a Structural Engineers letter to evaluate the existing structure of the home for the addition of solar panels.

3. One-line diagram: A detailed one-line diagram is required and must show: the type of PV system being installed (a single inverter system with one or more strings of modules connected in series, a micro inverter system, or an AC module system), the exact number and layout of modules and how they are connected together (in series or in parallel), all wire types, all wire sizes, conduit types and sizes, detailed info on the grounding wiring and connections, the locations of all circuits and system components on or in the house, and the ratings of all fuses or breakers.

4. Electrical panel to be back-fed: Note which home electrical panel the PV system will back-feed and give the location and rating of that panel. Please provide pictures of the service panel with a picture of its interior label also. Please also provide photos of labels of any sub-panel that will be back-fed.

5. Module spec sheets: Provide the PV module (solar panels) spec sheets showing the modules' STC rated watts (Pmp), volts (Vmp), amps (Imp), open circuit voltage (Voc), and short circuit current (Isc). Modules must be listed UL 1703.

6. Inverter spec sheets: Provide the inverter manufacture spec sheets showing the amount of watts and volts the inverter can safely handle, and also noting what the inverter's max rated AC output amps and voltage is. Utility tied inverters must be listed as "utility interactive" meeting UL 1741, and have ground fault protection.

7. Total array power: (This is not required for systems with micro inverters) Provide 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 that the array can produce.

8. System components: Provide information on the different types of components that will be used in the system and how they are to be installed. Also 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.

9. Fire Code: Provide compliance with the requirements for access and pathways per the International Fire Code (IFC) 605.11 Solar photovoltaic power systems. If the exception to the Fire Code is going to be used please provide signed release letter that is attached to this application and include it with your permit application.

10. The applicant will verify with the Town of Cedar Fort that the proposed system complies with all zoning requirements.

11. Please review the proposal with Rocky Mountain Power for the solar incentive program ([www.rockymountainpower.net/solar](http://www.rockymountainpower.net/solar)) or 1-866-344-9802 Incentives are based

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upon complying with their requirements for pre-installation inspection and post-installation inspection.

12. Provide a warning sign at the main electrical disconnect to the building that solar panels are providing supplemental voltage per NEC requirements.

I \_\_\_\_\_ have read the above information and acknowledge that all the required documents have been provided to me.

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