

City of La Crescent Standardized Solar PV Permitting Template

JOB SITE ADDRESS _____
NAME OF BUILDING OWNER _____
JOB VALUATION _____

Name _____
Installation Address _____
Contractor City _____ State _____ Zip _____
State License No. _____ Phone _____

Required Information for Permit:

1. Site plan showing location of major components on the property and a framing cross section that identifies type of support (rafter or truss), spacing, span dimension, and approximate roof slope. The drawings need not be exactly to scale, but it should represent relative location of components. PV arrays on dwellings with a 3' perimeter space at ridge and sides may not need separate fire service review.
2. Specification sheets and installation manuals for all manufactured components including, but not limited to, PV modules, inverter(s), combiner box, disconnects, and mounting system.
3. If city manages electric permit process - Electrical diagram showing PV array configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, and AC connection to building (see accompanying standard electrical diagram).

Step 1: Structural Review of PV Installation Mounting System

1. Is the roof supporting the installation a pitched roof in good condition, without visible sag or deflection, no cracking or splintering of support, or other potential structural defect?
 Yes No
2. Is the roof a rafter system? Yes No
3. Is the equipment to be flush-mounted to the roof such that the collector surface is parallel to the roof? Yes No

4. Is the roofing type lightweight? ___Yes (composition, lightweight masonry, metal, etc...)___No
5. Does the roof have a single layer roof covering? ___Yes ___No

If “No” to any of questions 1 -4 above, additional documentation may be required.

Documentation may need to demonstrate the structural integrity of the roof and all necessary structural modifications needed to maintain integrity. A statement stamped by a Minnesota licensed/certified structural engineer certifying integrity may be needed. Contact the building official to determine submittal requirements.

6. Identify method and types of weatherproofing for roof penetrations (e.g. flashing, caulk). _____
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Mounting System Information:

1. Is the mounting structure an engineered product designed to mount PV modules with no more than an 18” gap beneath the module frames? Yes No
If No, provide details of structural attachment certified by a design professional. Manufacturer’s engineering specifications are sufficient to meet this requirement.
 2. For manufactured mounting systems, fill information on the mounting system below:
 - a. Mounting System Manufacturer _____
 - b. Product Name and Model # _____
 - c. Total Weight of PV Modules and Rails _____ lbs
 - d. Total Number of Attachment Points _____ (attachment points must be equally distributed across the array)
 - e. Weight per Attachment Point ($c \div d$) _____ lbs
 - f. Maximum Spacing between Attachment Points on a Rail _____ inches (see product manual for maximum spacing allowed based on maximum design wind speed).
 - g. Total Surface Area of PV Modules (square feet) _____ ft²
 - h. Distributed Weight of PV Module on Roof ($c \div g$) _____ lbs/ft²
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Step 2: Electrical Review of PV System - Electrical components inspected by the State of Minnesota

Please document the following information to be issued an electric permit. If the installation does not meet the following thresholds, additional information may be needed, as requested by the permit official.

1. PV modules, utility-interactive inverters, and combiner boxes are identified for use in PV systems.

2. The PV array is composed of 4 series strings or less per inverter.
3. The total inverter capacity has a continuous AC power output 13,440 watts or less
4. The AC interconnection point is on the load side of service disconnecting means (NEC 2011 705.12(D), NEC 2008 690.64(B)).
5. A standard electrical diagram should be used to accurately represent the PV system. Acceptable diagrams, in interactive PDF format, are available at www.solarabcs.org/permitting. Fill out the standard electrical diagram completely. A guide to the electrical diagram is provided at www.solarabcs.org/permitting to help the applicant understand each blank to fill in. If the electrical system is more complex than the standard electrical diagram can effectively communicate, provide an alternative diagram with appropriate detail.

Fill out the standard electrical diagram completely. A guide to the electrical diagram is provided at www.solarabcs.org/permitting to help the applicant understand each blank to fill in. If the electrical system is more complex than the standard electrical diagram can effectively communicate, provide an alternative diagram with appropriate detail.

Step 3: Permit fee for residential installations

____ Fees\$35.00 Zoning Permit Fee

TOTAL FEE = \$ _____

RECEIPT NO. _____

DATE _____

I HEREBY CERTIFY that I have completed and examined this application and certify that the information contained therein is correct. If a permit is issued, I agree all work will be done in conformance with all applicable ordinances and codes of this City and laws of the State of Minnesota.

CONTRACTOR OR AUTHORIZED AGENT/HOMEOWNER