

ELK RIDGE CITY
SOLAR BUILDING
PERMIT APPLICATION

PERMIT #

APPROVED BY _____
DATE _____

PERMIT TYPE

SOLAR: I understand I must complete the building permit application with Elk Ridge City before SESD will issue an approval for the solar permit.

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 elkridgecity.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. Building permits must be paid **within 60 days** after the preliminary permit has been issued or the permit application will become void. (initial) _____

3. 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) _____

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

5. I am aware of the inspections necessary to finish a basement and will be responsible for passing all inspections before receiving a Certificate of Occupancy. (Initial) _____

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

7. I will comply with the requirements set forth in the Basement Building Permit Overview. (Initial) _____

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

Owner Signature _____

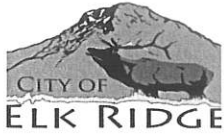
Date _____

Contractor Signature _____

Date _____

PERMIT FEES-CASH OR CHECK ONLY

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



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 permit with the city. Once the permit is approved by the city, you must then apply with SESD. You must get approval with the city before applying with SESD. 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 permits@elkridgecity.org:
 - 1. Completed Building Permit Application, including homeowner's signature.
 - 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. **BUILDING PERMIT FEES NEED TO BE PAID WITH CASH OR CHECK WITHIN 30 DAYS OF THE ISSUANCE OF THE PRELIMINARY APPROVAL.** 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.