

**ROOFTOP SOLAR PHOTOVOLTAIC APPLICATION/SUBMITTALS**  
**CITY OF AUSTIN, MINNESOTA, BUILDING CODE DIVISION**

**JOB SITE ADDRESS** \_\_\_\_\_

**NAME OF BUILDING OWNER** \_\_\_\_\_

**JOB VALUATION**                    \$ \_\_\_\_\_

<b>INSTALLATION</b>	<b>NAME</b>	_____	
	<b>ADDRESS</b>	_____	
<b>CONTRACTOR</b>	<b>CITY</b>	_____ <b>STATE</b> _____	<b>ZIP</b> _____
	<b>STATE LICENSE NO.</b>	_____	<b>PHONE</b> _____

**Electric Utility Information:**

Who is the serving electric utility     Austin Utilities             FMCS

In addition to required permits you must submit an "Application for Installation of Customer Owned Grid Connected Electric Generating Systems" and receive approval from the appropriate utility.

**Required Documentation for Issuing a Permit:**

1. Site plan showing location of major components on the property and a framing cross section that identifies type of support ground mount system (rafter, truss or sidewall), spacing, span dimension, and approximate roof slope. The drawings need not be exactly to scale, but it should represent relative location of components.
2. Ground mounted systems shall show solar system panel distances from parcel's adjacent property lines.
3. Specification sheets and installation manuals (if available) for all manufactured components including, but not limited to, PV modules, inverter(s), combiner box, disconnects and mounting system.

**Structural Review of PV Installation Mounting System:**

1. Is the solar installation to be mounted on pitched roof in good condition, without visible sag or deflection, no cracking or splintering of support, or other potential structural defect?     Yes     No  
For truss systems, additional information may be needed on the truss' engineered design loads.
2. Is the equipment to be flush-mounted to the roof (such that the collector surface is parallel to the roof)?  
 Yes     No
3. Is the roof assembly type lightweight?  
 Yes (composition, lightweight masonry, metal, etc.)  
 No (ballasted, built-up or multi-layered)
4. Does the roof have a single roof covering?     Yes     No

If No to any of questions 1-4 above, a study or statement regarding the proposed solar installation and all proposed structural modifications stamped by a Minnesota licensed/certified structural engineer may be required in addition to other information.

5. Provide method and type of weatherproofing roof penetrations (e.g. flashing, caulk). \_\_\_\_\_

**Mounting System Information:**

6. Mounting System     Structure             Ground
7. 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
8. For manufactured mounting systems, fill out 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 \_\_\_\_\_
  - e. Weight per Attachment Points \_\_\_\_\_ 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) \_\_\_\_\_ ft<sup>2</sup>
  - h. Distributed Weight of PV Module on Roof (b÷f) \_\_\_\_\_ lbs/ft<sup>2</sup>

If no to question 7 above, please provide engineering.