



## SOLAR ENERGY INSTALLATION CHECKLIST

Before approval and issuance of permit(s) for Solar Thermal/Photovoltaic installations, applicant shall submit the following minimum information. Required drawings shall be scaled and dimensioned, readable and legible. Additional information may be requested for the building permit. Other permits are also required.

Building integrated solar installations, where the solar collector replaces or substitutes for a component of a building or structure such as a roof, shingle or awning, do not require completion of this checklist separately from the permit application for the building, structure or building modification.

1. Include

A. Project Address; \_\_\_\_\_

B. Owner's name, address, phone number; \_\_\_\_\_

C. Name, address and phone number of the person preparing the plans; \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

D. Description of proposed work, including both solar equipment installation and all associated construction; \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Contractor's license \_\_\_\_\_

3. Name of company conducting the installation \_\_\_\_\_

\_\_\_\_\_

4. For *electric* (photovoltaic) systems:

A. What is the system KW rating (DC)? \_\_\_\_\_

B. Is this an **inter-tie** or **stand-alone** system? (Circle one)

C. Does the system include battery backup or an uninterrupt power supply (UPS)?

yes \_\_\_\_\_ no \_\_\_\_\_

If yes, give the number, size and location of the batteries

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5. For **thermal** systems

A. What is the total size of the solar collectors (sq. ft.)? \_\_\_\_\_

6. If rooftop mounted, see **Rooftop Photovoltaic Application/Submittals** form

**Ground Solar Installations**

7. For **ground-mounted** solar energy systems, the installation must meet property line setback standards for solar structures, as identified in the Austin Zoning Code (§11.84). Verification of the property line and appropriate setback is required, either through identification of property pins or completing a survey. Identify the method used to verify property lines and setbacks.

- Located property pins     Completed survey (attach)     Other (attach explanation)

Due to wind and soil variables, construction and installation plans are required by a Minnesota licensed/certified structural engineer, which include foundation and wind loading verifications.