



## Plan Submittal Checklist SOLAR

**In order to expedite permit approval, the following will be required to be submitted for plan review. Please read and sign below.**

**PLANS WILL BE REJECTED WITHOUT THE FOLLOWING:**

- Two (2) sets of plans to scale.  
*One set on paper (not bigger than 11x17) and one on disc in pdf form. (not on a thumb drive)*
- Plans shall include Engineered letter with Roof Load information.
- Valuation of Solar Project listed on Building Permit Application.
- Plan submittal fee of \$ 50.00 (This amount will be deducted from the permit total upon payment of approved permit).**

When plan review and approval is complete your plans will be stamped approved and one (1) set returned upon payment of the permit. **Any deviation from the approved set of plans shall be brought to the attention of the building department for further review and approval.** The approved set of plans returned to you are required to be at the job site at times of inspection. A checklist will be provided listing all required inspections based on the plans provided.

***Permits must be picked up and paid for before any construction begins. Permits paid for with credit cards are subject to a 1% convenience fee. Building inspections require 24-hour notice and can be made by calling 801-614-9670, between the hours of 8: a.m. & 5:00 p.m., Monday-Friday (except legal holidays).***

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Signature of Contractor/Owner-Builder

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Date