

Bulletin #4: Solar Photovoltaic Inspection Process

Date: August 25, 2017

Effective date: August 25, 2017

Amended: April 26, 2023

To: Applicants and county staff

From: Fred Clum, Chief Building Official

Subject: Revised inspection process for solar photovoltaic permits

For new Roof Top Solar Photovoltaic systems:

The **526 - Solar Electrical Final** inspection *shall be scheduled for the day that the contractor energizes the system. This is a final inspection of the entire system including the completed roof top assembly, mounting brackets and their method of attachment, micro processors, inverters, charge controllers, batteries, disconnects, and all equipment properly labeled.* The inspector will verify that all solar panel components, electrical connections, and materials are listed and match approved submittals, and that the wiring and grounding methods meet code, confirmed, by a completed, notarized Solar Panel Installation Affidavit posted on site. Should a service change be required, a **503 - Service Change** will be added and *shall be scheduled for the day that the contractor energizes the system.*

For new Ground Mount Solar Photovoltaic systems:

For the mounting brackets and their attachment, a **176 - Solar Tie Down** inspection *shall be scheduled for the day that the contractor will be in the act of installing those brackets and before the solar panels are installed.* At this inspection, the inspector will verify that the materials and methods of attachment match the approved submittals and engineering. If applicable, a **100 - Footing** inspection should be scheduled prior to pouring any concrete footers.

The **527 - Electric Rough** inspection *shall be scheduled for the day the contractor is installing the solar panels and all the associated components and wiring.* For this inspection, the inspector will verify that all components and materials are listed and match approved submittals, and that the wiring and grounding methods meet code.

The final **526 - Solar Electrical Final** inspection *shall be scheduled for the day that the contractor energizes the system.* This inspection will be a *final inspection of the entire system including the inverters, charge controllers, batteries, disconnects, and all equipment properly labeled.* Should a service change be required, a **503 - Service Change** will be added and *shall be scheduled for the day that the contractor energizes the system.*

For re-installation of Roof Top Solar Photovoltaic systems:



Prior to permit issuance, the roofing contractor will provide either an *electrical subcontractor* or a *separate permit* for the re-installation of the photovoltaic system. A completed, notarized Solar Panel Installation Affidavit will be required on site at the time of the **170 - Final Re-Roof** inspection.

History: Replaces Building Block A-125, updated to accommodate inspection process concerns and newly created tie down affidavit. Updated again to simplify roof-top photovoltaic installations and clarify when an affidavit is required