



PERMIT SUBMITTAL CHECKLIST

PHOTOVOLTAIC

Contractor Registration

- All Contractors must be registered and up-to-date to pull permits. Owner Builders refer to Additional Requirements.

Initial Deposit

- 1% of the contract value is due upfront with a minimum of \$100.00 for the first \$500 of the contract. Remaining balance is due upon issuance.

Sub Trade Applications

- All subcontractor applications are due prior to permit issuance.

REQUIRED FORMS

| | | | | |
|--------------------------------|--|--|---------------------------------------|---|
| Submittal Form | Electrical Application | Roof Warranty Notification | Authorized Agent Form | Roof Warranty Affidavit |
|--------------------------------|--|--|---------------------------------------|---|

CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

| | | | |
|--------------------------|-----------------------|--|--|
| Contract | Plans | Product Approvals &/or NOA | |
|--------------------------|-----------------------|--|--|

ADDITIONAL SUBMITTAL REQUIREMENTS

| | |
|---|---|
| <input type="checkbox"/> Notice of Commencement (NOC) | A certified NOC is required on Building permits with a value greater than \$2,500 and Mechanical AC Changeout Permits greater than \$7,500. |
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OWNER BUILDER REQUIREMENTS

- [Owner Builder Affidavit](#)
- [Estimate of Costs](#)



Applying Online?

- [Applicant User Guide](#)
- [Naming Convention](#)



Submit Application