

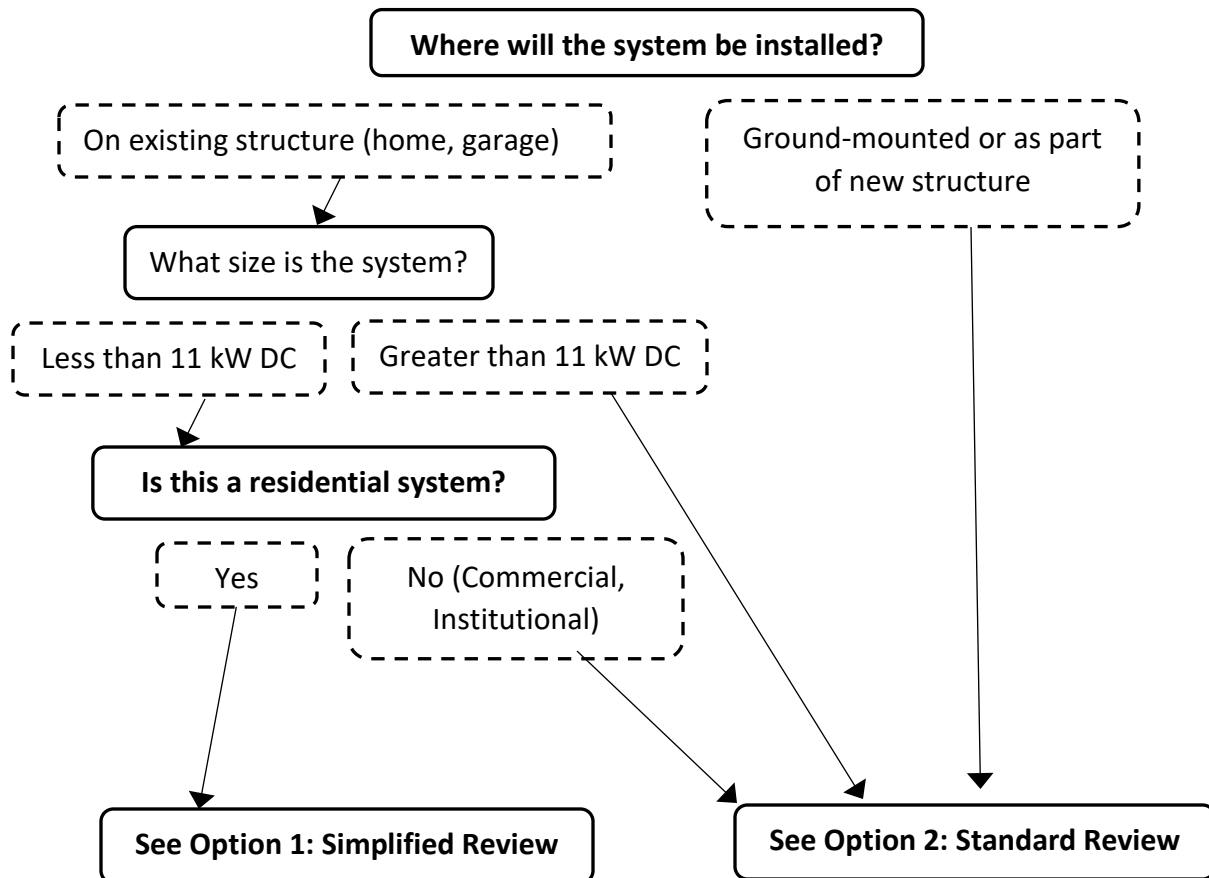
## Solar Photovoltaic (PV) Permit Application Guidelines City of South Bend and St. Joseph County

All solar PV systems require a permit **before** installation may begin. Follow the steps below for either the 1) Simplified Review **OR** 2) Standard Review.

Applicant must appear in person to receive the permit at 125 S. Lafayette Blvd. Suite 100, South Bend, IN 46601. Application materials may be submitted in advance as a PDF file to [building@southbendin.gov](mailto:building@southbendin.gov). Permit fees must be paid before the permit is issued. For permit and inspection questions, call the Building Department at 574-235-9554.

Typical permit turnaround time is less than 3 days for small rooftop solar PV.

- 1. Check the zoning code, determine if you are in a Special Design Review Area, Local Historic District/Historic Landmark, contact your electric utility, and contact your Homeowner Association (if relevant) before preparing materials for the Building Department**
- 2. Next use the diagram below to determine if the system qualifies for Simplified**



## **Option 1: Simplified Review (Small Residential Rooftop Systems)**

*Applicants may qualify for a simplified review for small, residential rooftop photovoltaic (PV) systems that meet the criteria on Page 1. The simplified review allows the majority of simple **rooftop** solar PV systems to be permitted and inspected without requiring additional structural and design calculations.*

### **Required Information for Permit:**

#### **1. Permit Application:**

Under simplified review, only an electrical permit is required for systems interconnected to the utility grid.

Access online: <https://southbendin.gov/department/community-investment/building/building-permits/>

#### **2. Basic Site Map with Roof Layout:**

This drawing does not need to be to scale. Setbacks from property lines do not need to be indicated for roof-mounted systems. Mark the location of the panels on the roof, inverters, utility meter, and the AC disconnect switch. Roof setbacks should be marked.

#### **3. Specification Sheets:**

Digital or paper copies of specification sheets **must** be submitted **at the time of application** for all major PV system components including PV modules, dc-to-dc converters, inverters, and mounting systems. Digital files may be submitted by email to [building@southbendin.gov](mailto:building@southbendin.gov)

## **Option 2: Standard Review**

Standard review applies to: all **non-residential** systems, all **ground-mounted** systems, and residential rooftop systems that do not qualify for Simplified Review. Commercial and institutional systems require standard review.

### **Required Information for Permit:**

#### **1. Permit Application:**

All systems require an electrical permit if interconnected to the utility grid.

Ground-mounted systems may require an accessory structure permit.

Access online: <https://southbendin.gov/department/community-investment/building/building-permits/>

#### **2. Site Plan:** The site plan should represent the relative location of components on the parcel, including panels, inverters, utility meters, disconnect switches and existing structures.

- a. **Roof-mounted:** Mark location of the panels on the roof, labeling fire access setbacks from roof ridges and valleys. Setbacks from property lines do not need to be measured.
- b. **Ground-mounted:** Measure and mark setbacks from property lines to the solar system.

#### **3. Structural Worksheet [See Appendix A]:**

Supply the requested information for roof or ground-mounted systems and provide any additional information if necessary. This is not required if documentation is provided by a certified engineer or design professional.

#### **4. Electrical Diagram:**

Provide an electrical diagram showing PV array configuration, wiring system, overcurrent protection, inverter, disconnects, and AC connection to building. Note that a simple one-line diagram will satisfy this requirement.

#### **4. Specification Sheets:**

Digital or paper copies of specification sheets **must** be submitted **at the time of application** for all major PV system components including PV modules, dc-to-dc converters, inverters, and mounting systems. Digital files may be submitted by email to [building@southbendin.gov](mailto:building@southbendin.gov)

## APPENDIX A: Structural Worksheet

This section is for evaluating roof structural members that are site built. This includes rafter systems and site built trusses. Manufactured truss and roof joist systems, when installed with proper spacing, meet the roof structure requirements covered in item 2 below.

**Note:** This worksheet is not required if plans are certified by a design professional.

### ***If the array is roof mounted:***

1. **Roof construction:**  Rafters  Trusses  Other: \_\_\_\_\_

2. **Describe site-built rafter or site-built truss system.**

a. Rafter Size: \_\_\_ x \_\_\_ inches

b. Rafter Spacing: \_\_\_\_\_ inches

c. Maximum unsupported span: \_\_\_\_\_ feet, \_\_\_\_\_ inches

d. Are the rafters over-spanned? (see the IRC span tables)  Yes  No

e. **If Yes**, complete section 3 below.

3. **If the roof system has:**

a. over-spanned rafters or trusses,

b. the array over 5 lbs/ft<sup>2</sup> on any roof construction, or

c. the attachments with a dead load exceeding 45 lbs per attachment;

it is recommended that you provide one of the following:

i. A framing plan that shows details for how you will strengthen the rafters using the supplied span tables below.

ii. Confirmation certified by a design professional that the roof structure will support the array.

### ***If array is ground mounted:***

1. Show array supports, framing members, and foundation posts and footings.

2. Provide information on mounting structure(s) construction. If the mounting structure is unfamiliar to the local jurisdiction and is more than six (6) feet above grade, it may require engineering calculations certified by a design professional.

3. Show detail on module attachment method to mounting structure.