

INDIANA COUNTY

Office of Planning and Development
801 Water Street
Indiana, PA 15701
(724) 465-3870 Fax (724) 465-3151

FOR OFFICE USE ONLY

Permit # _____

Date: _____

Building Permit Application ___ Residential or ___ Commercial

~Solar Panels~

***** All Drawings Must be Sealed by an Architect or an Engineer *****

Name of Home Owner or Business at Site Address _____

Site Address _____

City _____ State PA Zip _____

Municipality _____ Township / Borough _____



**YOU MUST PROVIDE A TAX PARCEL
NUMBER FOR THE PROPERTY AT THE
SITE ADDRESS LISTED ABOVE**

Tax Parcel # _____

Owner's Current Mailing Address _____
(if different from site address)

City _____ State _____ Zip Code _____

Phone Number _____ Cell Phone _____

Fax Number _____

E-mail Address: _____

Estimated cost of the project \$ _____

Electricity provider _____

Contractor's Information

Contractor: _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Cell Phone _____

E-mail Address: _____

To be completed by the Design Professional in Responsible Charge

(Affix seal to the right of name and address)

Name: _____

Address: _____

PA License # _____

E-Mail: _____

Phone: _____

Fax: _____

Applicant:

Signature

Date

SUBMITTAL REQUIREMENTS FOR SOLAR PANEL PROJECTS

When submitting your application for Solar Panel projects please include the following:

1. Completed Building Permit Application with page 2 stamped by a design professional.
2. If you don't know your tax parcel number for your property to put on you application, please contact the Tax Office at 724-465-3812.
3. Two (2) complete sets of sealed drawings for your building project.
4. Three (3) Site Plans, one of which is to be on 8 ½ x 11 paper.
5. Your contractor's workman's compensation and liability insurance. If you are not using a contractor or your contractor doesn't have workman's compensation insurance, please complete the Workman's Comp form and have it notarized.
6. Current Certificate of Occupancy from Labor & Industry.
7. Application Fee - \$25.00 for Residential projects or \$50.00 for Commercial projects (which is non-refundable) – please make check payable to *Indiana County*.

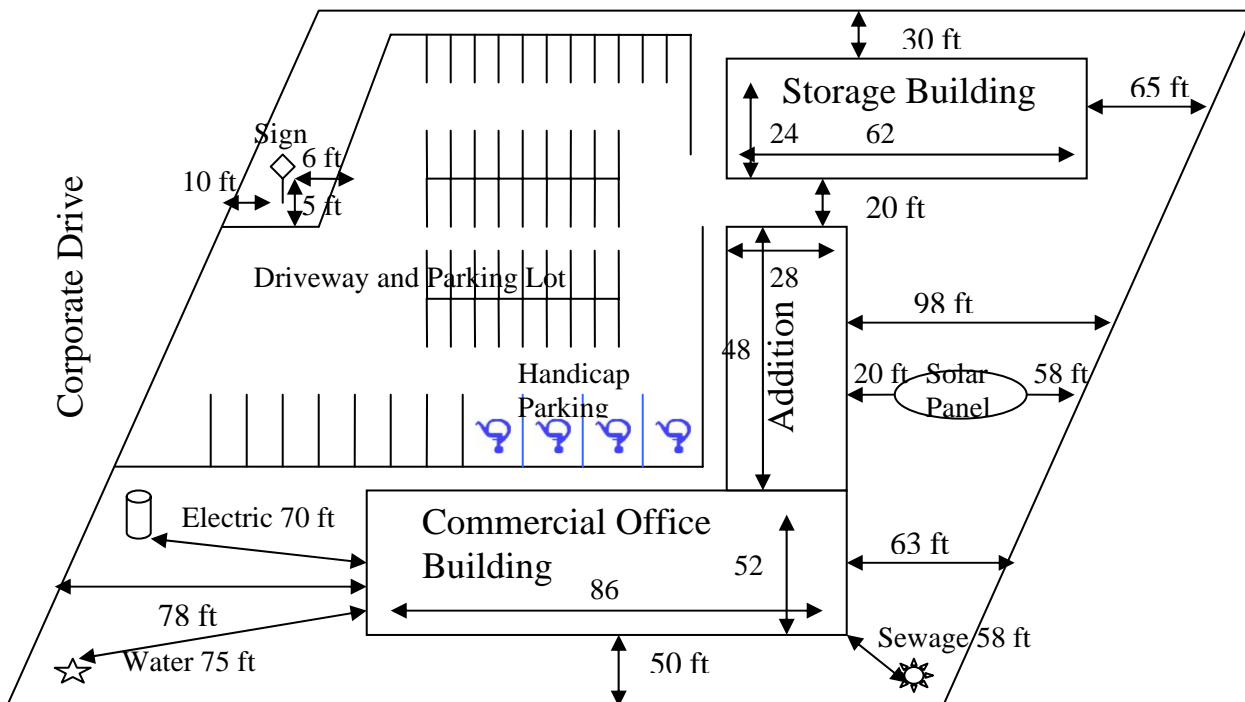
Your Certificate of Occupancy will be mailed regular mail unless you request to have it mailed certified. If you would like to have your certificate mailed certified there will be a \$6.00 charge added to the cost of your permit to cover the cost of mailing once your project is completed.

SITE PLAN REQUIREMENTS FOR COMMERCIAL PROJECTS

The following is the requirements for all commercial projects. Drawings should be drawn to ¼" or 1/8" scale and shall provide the necessary information to verify compliance with the building code. **All drawings shall bear the stamp of the design professional responsible for the design, with their signature on the first page of each set of drawings.**

Three (3) sets of Site Plan drawings (1 of these drawings must be on 8 ½ X 11 paper to allow for faxing to the municipality) shall be submitted and shall include:

- Distance from property lines and roadway and any adjacent structures (setbacks).
- Show the outside dimensions of the proposed structure.
- Handicap parking and access (with dimensions, markings and signage indicated per ICC/ANSI A117.1 and the IBC).
- Designated fire lanes.
- Show all existing and proposed utility layouts (including water, sewage, and electric).
- Show all existing and proposed driveway layouts and specifics.
- Show all required parking and loading spaces and calculations.
- Show established street grades and proposed finished grades.
- Show accessible curb cuts, ramps and access ways to the building.
- If this is for a proposed demolition of a structure show the outside dimensions of the structure.
- If this is for a proposed fence, show the width and length of the fence.
- If this is for a proposed addition, show the outside dimensions of the addition, where it will be placed on the existing structure and the outside dimensions of the existing structure.
- If this is for a proposed roof, show the existing structures outside dimensions.
- If this is for a proposed site development, show where work will be performed.
- If this is for a proposed ground mounted sign, show the outside dimensions of the sign.
- If this is for a proposed mounted sign on a building, show the outside dimensions of the building that the sign will be mounted on.



SOLAR PANEL SUBMITTAL AND CHECKLIST

Uniform Construction Code (UCC)

- _____ System Description
 - _____ Type of PV and Inverter
 - _____ How is it wired
 - _____ How is it mounted
- _____ Specification sheets for all equipment
 - _____ PV module
 - _____ Inverter
 - _____ PV mounting system
 - _____ AC & DC disconnect
 - _____ Combiner box
 - _____ Battery
 - _____ Charge controller
- _____ Mechanical drawings
- _____ Electrical drawings
- _____ Wind loading calculations
- _____ Weight of array
- _____ Structural information about roof
- _____ PV layout on roof
- _____ Rack drawing from manufacturer
- _____ Attachment plan
- _____ Attachment detail (if attaching to a truss it requires approval of a registered design professional)
- _____ electrical 3-line diagram

Is the array to be mounted on a defined, permitted roof structure? ☐ Yes ☐ No

If No due to non-compliant roof or a ground mount, submit completed worksheet for structure.

Roof Information:

1. Is the roofing type lightweight (Yes = composition, lightweight, masonry, metal, etc.) ☐ Yes ☐ No
If No, submit completed worksheet for roof structure (No = heavy masonry, slate, etc.)
2. Does the roof have a single roof covering? ☐ Yes ☐ No
If No, submit completed worksheet for roof structure
3. Provide method and type of weatherproofing roof penetrations (flashing, caulk) _____

Mounting System Information:

1. Is the mounting structure an engineered product designed to mount PV modules? ☐ Yes ☐ No
If No, provide details of structural attachment certified by a design professional.
2. For manufactured mounting systems, fill out information on the mounting system below:
 - a. Mounting System Manufacturer _____ Product Name and Model # _____
 - b. Total Weight of PV Modules and Rails _____ lbs
 - c. Total Number of Attachment Points _____
 - d. Weight per Attachment Point (b / c) _____ lbs (if greater than 45 lbs, see worksheet)
 - e. Maximum Spacing Between Attachment Points on a Rail _____ inches (see product manual for maximum spacing allowed based on maximum design wind speed)
 - f. Total Surface Area of PV Modules (square feet) _____ ft²
 - g. Distributed Weight of PV Module on Roof (b / c) _____ lbs/ft²
If distributed weight of the PV system is greater than 5 lbs/ft², see worksheet.

Ground Mounts:

- _____ PA One Call
- _____ Find customer-owned underground utilities (septic, phone, electric wiring (yard lights, pool, etc.), pool plumbing
- _____ Rack manufacturer can supply footer designs based on your soil conditions and wind zone.
- _____ For multiple ground-mounts, space them far enough apart to avoid shading each other.

[illegible]