

Solar Photovoltaic (PV) Permit Application Guidelines

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.

Applicants may receive assistance with the permit application at the City of Plymouth Building Department at 111 N. Center Street Plymouth, IN 46563 or call the Building Commissioner at (574) 936-2824.

Please note that the majority of properties within the City of Plymouth fall within the Historic Neighborhood Overlay District and will require review by the Technical Review Committee.

A map of this overlay district can be found on the Building Commissioner webpage at:

<http://www.plymouthin.com/index.php/departments/building-commissioner/>

Restrictions on visibility and ground-mounted systems apply. For details, review the Zoning Ordinance sections:

- *Historic Neighborhood Overlay District: Article 4 Section 3*
- *Solar Energy System Standards: Article 6 Section 210.*

Option 1: Simplified Review (Small Residential Rooftop Systems)

Applicants may qualify for a simplified review for small, residential rooftop photovoltaic (PV) systems. Small is 1,750 sq. ft. or less as defined in the Zoning Ordinance. The simplified review allows the majority of simple rooftop solar PV systems to be permitted without requiring additional structural and design calculations. Permits are typically issued within 2 business days after a complete application is submitted.

Required Information for Permit:

- 1. Online Permit Application:** Create an online account and access the online MyGov permitting system at www.plymouthin.com/index.php/departments/building-commissioner/. *(You can also submit attachments, schedule your inspection, and pay permit fees online).*
- 2. Basic Site Map with Roof Layout:**
Draw a basic site plan and submit as an attachment through the online system. 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. *Mark roof setbacks.*
- 3. Electrical Diagram [Example in Appendix A]:**
Provide an electrical diagram showing PV array configuration, wiring system, overcurrent protection, inverter, disconnects, and AC connection to building. An example has been provided for your convenience. 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 through the online permitting system or in person in hard copy.

Option 2: Standard Review

Standard review applies to: all non-residential systems, all ground-mounted systems, and residential rooftop systems larger than 1,750 sq. ft. This includes projects proposed for commercial buildings, including churches, schools, etc.

Required Information for Permit:

- 1. Online Permit Application:** Create an online account and access the online MyGov permitting system at www.plymouthin.com/index.php/departments/building-commissioner/. (You can also submit attachments, schedule your inspection, and pay permit fees online).

- 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 in addition to major system components.

- 3. Structural Design Release – Roof-mounted only**

Documentation of sufficient structural integrity of the roof for the proposed solar PV system provided by a certified engineer or design professional.

- 4. Electrical Diagram [Examples in Appendix A]:**

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

- 5. 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 racking or mounting systems. Digital files may be submitted through the online system.

APPENDIX A

One Line Diagram Example

