



Permitting
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SOLAR PERMIT APPLICATION GUIDELINES

Section 1. Permits

A Solar (Building) Permit is always required to install or alter photovoltaic panels or photovoltaic roofing.

1. For Commercial and Residential systems, a Building Permit is required. The Permit Type is OTHER: SOLAR.
2. An MEP Trade Permit is also required. The Permit Type is ELECTRICAL: SOLAR PANEL RELEASE (Commercial or Residential).

Section 2. Application Submittals

Permit requests can be made in person, email or online through the City's CSS portal:

<https://russellvillear-energovpub.tylerhost.net/Apps/SelfService#/home>

Submittal requirements may vary depending on the scope of work. Additional documents may be requested by City staff. Documents must be in electronic format. Typical submittal requirements for Solar permits include the following:

- Description of the work
- Plans in accordance with the IBC/IRC stamped by a registered professional engineer
- An overall roof plan showing the location of the solar panels and the required fire department access aisles
- Roof plan showing panels with wiring and equipment configuration
- A single-line diagram of the wiring and equipment
- Product information for the panels or roofing
- Details on the attachment or mounting apparatus
- Manufacturers, models and accreditation numbers of all equipment

Section 3. Inspections

Typical inspection requirements for Solar permits include the following:

Inspector needs access to electrical panel
Remove covers from all boxes and panels before inspection
Provide ladder for roof access
Plan for having a technician meet the inspector

All contractors must be registered with the City of Russellville and licensed as required by the State of Arkansas.