

## TOWN OF SPRINGERVILLE PHOTOVOLTAIC (SOLAR) PERMIT APPLICATION

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

SITE ADDRESS:		
PARCEL #:	ZONING CLASSIFICATION:	
OWNER NAME:	OWNER PHONE #:	
OWNER MAILING ADDRESS (INCLUDE CITY, STATE, ZIP CODE):		
CHECK ONE: RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/>	BUSINESS NAME:	
SOLAR PANEL LOCATION: ROOF <input type="checkbox"/>	REAR YARD <input type="checkbox"/>	SIDE YARD <input type="checkbox"/>
ELECTRICAL PANEL: EXISTING PANEL <input type="checkbox"/>	UPGRADE PANEL <input type="checkbox"/>	
CONTRACTOR BUSINESS NAME:		
CONTACT NAME:	LICENSE #:	
CONTRACTOR MAILING ADDRESS:	PHONE #:	
CITY, STATE, ZIP CODE:	EMAIL ADDRESS:	

SUBMITTAL OF THIS APPLICATION CONSTITUTES CONSENT OF THE APPLICANT IN GRANTING TOWN OF SPRINGERVILLE STAFF ACCESS TO THE SUBJECT PROPERTY DURING THE COURSE OF PROJECT REVIEW. NO FURTHER CONSENT OR NOTICE SHALL BE REQUIRED.

I HEREBY CERTIFY THAT THE INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT, AND AGREE TO ABIDE BY THE REGULATIONS OF THE TOWN OF SPRINGERVILLE AND THE STATE OF ARIZONA

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

### FOR OFFICE USE ONLY

APPLICATION RECEIVED DATE:	RECEIVED BY:		
REVIEWED BY:	DATE:	APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>
FEES RECEIVED BY:	DATE:		

## TOWN OF SPRINGERVILLE PHOTOVOLTAIC (SOLAR) APPLICATION CHECKLIST

### REQUIREMENTS:

**SITE PLAN:** A MINIMUM OF TWO (2) COPIES OF A DETAILING LOCATIONS OF ALL BUILDINGS ON YOUR PROPERTY AS WELL AS THE LOCATION OF THE UNIT ON YOUR PROPERTY. NOTE THAT PER TOWN CODE UNITS NOT PLACED ON A ROOF SHALL BE PLACED IN A REAR OR SIDE YARD, NOT COVERING MORE THAN 30% OF THAT REAR OR SIDE YARD, AND NOT CLOSER THAN TWO (2) FEET TO ANY LOT LINE.

**INSTALLATION PLAN:** A MINIMUM OF TWO (2) COPIES DETAILING THE FOLLOWING:

- LOCATIONS OF ARRAY, INVERTER, DC DISCONNECT, PV SYSTEM UTILITY DISCONNECT, UTILITY SERVICE ENTRY AND BATTERY BANKS WHEN USED
- ONE LINE DIAGRAM
- THREE LINE DIAGRAM
- INVERTER CUT SHEET
- MODULE CUT SHEET
- CHARGE CONTROLLER/BATTERY CHARGER CUT SHEETS AS APPLICABLE
- APPLICABLE WARNINGS, SIGNAGE, & PLAQUES
- ROOF PLANS: ROOF LOAD INFORMATION-WEIGHT OF ROOFTOP MATERIAL PER SQUARE FOOT, PANEL LAYOUT, WIRING METHOD (INSULATION-CONDUIT)
- MAKE AND MODEL OF PANELS, PANEL WATTAGE, AND TOTAL WATTAGE OF EACH ARRAY
- ELEVATIONS: SPECIFY ANGLE OF PANELS AND TOTAL HEIGHT
- MOUNTING AND ATTACHMENT DETAILS

ALL APPLICATIONS MUST CONFORM TO THE CURRENT IBC/UBC CODES ADOPTED BY THE TOWN

IF PROJECT IS FOR A COMMERCIAL BUILDING (INCLUDES RENTALS) REQUIRES A COMMERCIAL LICENSED CONTRACTOR

### REMEMBER:

CONTACT YOUR UTILITY PROVIDER (I.E., ELECTRIC COMPANY) AND CHECK WHAT REQUIREMENTS THEY HAVE REGARDING YOUR INSTALL

IF YOU ARE GOING TO BE DOING ANY DIGGING, PLEASE MAKE SURE YOU CONTACT ARIZONA BLUE STAKE (ARIZONA 811) TO HELP LOCATE ANY OTHER UTILITY LINES

PLEASE CALL 24-HOURS BEFORE TO SCHEDULE INSPECTIONS

**REVIEW PROCEDURE:**

THE ZONING ADMINISTRATOR SHALL HAVE TEN (10) WORKING DAYS FROM SUBMISSION OF THE PLAN OR APPLICATION TO REVIEW AND APPROVE, CONDITIONALLY APPROVE, OR DENY SAID PLAN OR APPLICATION BASED ON ITS COMPLIANCE WITH ALL ORDINANCES AND MASTER PLANS OF THE TOWN, AND TO NOTIFY THE DECISION EITHER VERBALLY OR IN WRITING. THE ZONING ADMINISTRATOR MAY CHOOSE TO OBTAIN THE OPINION OF THE PLANNING AND ZONING COMMISSION; IN WHICH CASE A DECISION MUST BE RENDERED WITHIN FIVE (5) DAYS OF COMMISSION REVIEW, THE DECISION SET FORTH IN DETAIL, THE REASONS FOR DENIAL, OR IN THE EVENT OF A CONDITIONAL APPROVAL, THE CHANGES OR ADDITIONS WHICH ARE NECESSARY TO MAKE THE PLAN ACCEPTABLE.

ALL COPIES OF THE APPROVED PLAN, WITH ANY CONDITIONS SHOWN THEREON, OR ATTACHED THERETO, SHALL BE DATED AND SIGNED BY THE ZONING ADMINISTRATOR. ONE COPY OF SAID APPROVED PLAN AND CONDITIONS MAY BE MAILED TO THE APPLICANT AND ONE COPY SHALL BE FILED WITH THE BUILDING INSPECTOR.

**EXPIRATION:**

- A. SIX MONTHS FROM THE DATE OF APPROVAL A PLAN OR APPLICATION BECOMES VOID IF A BUILDING PERMIT HAS NOT BEEN ISSUED
- B. AN EXTENSION OF APPROVAL MAY BE GRANTED IF THE APPLICANT FILES FOR AN EXTENSION PERIOD PRIOR TO THE EXPIRATION AND THE EXTENSION IS GRANTED.

## TOWN OF SPRINGERVILLE PERMITS REQUIRED

AN APPLICATION RESULTING IN A BUILDING PERMIT AND INSPECTIONS IS REQUIRED FOR MOST RESIDENTIAL PROJECTS. FOR EXAMPLE, ANYTHING HAVING TO DO WITH STRUCTURAL, ELECTRICAL, PLUMBING OR FOUNDATIONS. A LICENSED GENERAL CONTRACTOR MAY HAVE TO OVERSEE THE PROJECT, AND ADDITIONAL SUBCONTRACTORS MAY BE REQUIRED FOR ELECTRICAL, PLUMBING, OR HVAC INSTALLATIONS.

IT IS THE HOMEOWNER/PROPERTY OWNER'S RESPONSIBILITY TO PROVIDE ACCEPTABLE PLANS OR INFORMATION TO OBTAIN A BUILDING PERMIT FOR:

- ALL NEW RESIDENTIAL BUILDINGS
- ELECTRICAL RECONNECTIONS, SERVICE INCREASES, PANEL REPLACEMENT OR REPAIR
- ALL PLUMBING
- WATER HEATER INSTALLATION (INCLUDING REPLACEMENTS)
- GAS LINE PRESSURE TESTS (NEW OR REPLACEMENT LINES)
- FURNACES, HEAT PUMPS, AIR CONDITIONERS OR EVAPORATIVE COOLERS (NEW ONLY). NOTE: LOAD AND SIZING CALCULATIONS ARE REQUIRED FOR NEW **AND** REPLACEMENT HVAC EQUIPMENT.
- ALL RESIDENTIAL WALLS OR FENCES MUST HAVE A SITE PLAN REVIEW FOR ZONING COMPLIANCE. ADDITIONALLY, WALLS AND FENCES OVER 6 FEET TALL REQUIRE A BUILDING PERMIT WITH A STRUCTURAL ENGINEERED DESIGN.
- METAL, AND SOME PRE-ASSEMBLED BUILDINGS, REQUIRE STAMPED ENGINEERED PLANS
- DETACHED ACCESSORY STRUCTURES OVER 200 SQUARE FEET
- PORCHES, ADDITIONS, OR GARAGES
- REMODELING OF EXISTING STRUCTURES THAT INCLUDE PLUMBING, ELECTRICAL, FOUNDATION, OR STRUCTURAL CHANGES
- DEMOLITION OF EXISTING STRUCTURES

THE PLANNING AND ZONING DEPARTMENT WILL REVIEW PLANS OR APPLICATION SUBMITTED BY THE CUSTOMER, BUT WE CANNOT DESIGN THE PLANS FOR YOU. IF YOU NEED HELP IN DESIGNING A PLAN, YOU WILL NEED TO CONTACT A DESIGN PROFESSIONAL. PLEASE NOTE ALL PLANS SUBMITTED WILL NEED TO CONFORM TO THE CURRENT TOWN BUILDING CODE. FOR PROPERTY DEVELOPMENT STANDARDS, PLEASE CONTACT THE PLANNING AND ZONING DEPARTMENT.

**RENTAL UNITS ARE CONSIDERED COMMERCIAL PROPERTY AND ALL COMMERCIAL PERMITS WILL REQUIRE A COMMERCIAL LICENSED CONTRACTOR.**

**WORK THAT HAS ALREADY BEEN COMPLETED WITHOUT A PERMIT:**

IT IS POSSIBLE TO OBTAIN A PERMIT FOR WORK THAT HAS ALREADY OCCURRED, HOWEVER THE SAME REQUIREMENTS WILL APPLY AS ABOVE. DEPENDING ON CIRCUMSTANCES, ACCORDING TO TOWN CODE, YOU MAY ALSO BE CHARGED DOUBLE THE ORIGINAL PERMITTING FEE FOR DOING THE WORK WITHOUT OBTAINING A BUILDING PERMIT FIRST.