

BUILDING PERMIT

SOLAR APPLICATION REQUIREMENT LIST

This checklist is for solar projects only

All application requirements are as per the *Safety Codes Permit Bylaw* and the National Building Code.

All required items must be provided upon application and uploaded to ProjectDox, as per the required naming conventions. Incomplete applications will be returned to the Applicant and will add additional time to complete processing the application. This checklist does not need to be submitted as part of your application.

Required Items

Provide
the
following:

1. A Letter of Authorization from the **property owner(s)** registered on title, including contact information.

2. Site Plan showing where the solar panels are to be located on the property.

3. Supporting Documentation:

a. Engineered specifications for mounting solar modules to roof

b. Single Line Diagram

c. Equipment List including manufacture and model number for each major components

4. An **Electrical permit is required**, and must be applied for separately. A licensed contractor, with a valid Master's Certificate, can only apply for an electrical permit.

5. Active Business License (Homeowner's are exempt).