



Inspections Department

Mark A. Fleet, Building Official

540-665-5650

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**SOLAR PANEL ARRAYS
BUILDING PERMIT APPLICATION REQUIREMENTS**

1. A completed application that includes:
 - The name of the current owner of the property or lot and the tax map identification number (this may be found on your real estate bill)
 - Directions to the location of the property or lot
 - Setbacks: Actual distance (measured in feet) from the proposed addition to the property line (Ground Mount Arrays only)
 - A daytime phone number so that you may be contacted with questions
2. A recorded plat or drawing of the property.
 - Please identify the location of the arrays on the plat. Place the actual distance of the proposed arrays on the plat and indicate, in feet, the distance to all property lines (Ground Mount Arrays only)
3. One Complete set of structural plans that contain the following information – (a minimum of 3/16" scale. All plans not to scale shall show all dimensions)
 - o Registered Design Professional design on the installation for local design criteria for wind (115^{vult}), and snow loads (35 lb P_g) is required for both ground and roof mounts
 - o Evaluation by a Registered Design Professional of the existing roof structure to accommodate the current 30 lb per sq ft live load and all new loads. (roof mount arrays only)
 - o Arial view of the roof and placement/location of the panels. Arial view shall show all required access pathways required per Virginia Residential Code and the International Fire Code

Additional information may be required depending on the specifics of your project

Your permit application and plans will be reviewed by:

- a) the Zoning Department to ensure compliance with setback requirements and
- b) the Inspections Department to ensure compliance with Virginia Residential Code

You will be contacted when your permit has been approved and is ready to be issued or, if there is any additional information required to complete the review process.

Should you have any questions regarding your plans after your permit has been issued please contact us at 540-665-5650.