



BUILDING INSPECTION DEPARTMENT

970.668.3170 ph | 970.668.4255 f

www.SummitCountyCO.gov

BuildingInspection@SummitCountyCO.gov

0037 Peak One Dr. | PO Box 5660

Frisco, CO 80443

Photovoltaic Systems Permitting Information

The following is a brief outline of policy and procedures necessary for the issuance of permits for a photovoltaic (PV) system.

Required Permits and Applications

- A *photovoltaic permit* is required for the DC side of all PV systems installed. This permit is required in addition to any existing building permits issued. A plan review is required.
 - Applicant will use the *Photovoltaic Permit Application* available on our webpage under Building Permits>Technical Permits>Photovoltaic-AC/DC>PV Permit Application
- An *electrical permit* is required for the electrical installation of the AC side of the photovoltaic System. This permit is issued over the counter after the photovoltaic permit is issued, and no plan review is required.
 - Applicant will use the *Technical Permit Application* available on our webpage under Building Permits>Technical Permits>Technical Permit Application and circle “Photovoltaic-AC”.

Additional Required Documents

A plan review is required for the photovoltaic permit (DC side). One set of construction documents are required. The plans shall include:

- *If roof-mounted*: a roof site plan, engineer-stamped letter confirming roof and wind load can hold the PV system, all product specifications, inverter details, rack connections, and an engineer-stamped one-line or three-line electrical diagram.
- *If pole-mounted/ground-mounted*: a site plan with property lines and setbacks, all product specifications, inverter details, rack connections, and an engineer-stamped one-line or three-line electrical diagram.

Contractor Registration

The *photovoltaic contractor* installing the DC system must be registered with Summit County as an alternative energy contractor. Part of this registration requires proof of being certified by NABCEP as a PV installer (see “Contractor Registrations” link on webpage).



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The *electrical contractor* pulling the AC permit must be registered with Summit County as an electrical contractor (see “Contractor Registrations” link on webpage).

If the alternative energy contractor has an electrician on staff, the electrical contractor license and master electrician license must be provided with the alternative energy contractor’s registration, and the master electrician must be listed as a staff member. In that situation, the alternative energy contractor may pull the AC permits as well as the DC permits.

Permit Fees

Fees for the photovoltaic permit (DC) will be based on the total valuation of the system **plus** the cost of the solar panels. The total fee (plan review plus permit) will not exceed \$500 for residential and \$1000 for non-residential projects.

The electrical permit fee (AC) will be based on valuation of the AC side of the system, with no plan review fee assessed. Fees, when combined with the DC permit assessed fees, shall not exceed \$500 for residential and \$1000 for non-residential.

The above information is based on our *Summit County Fee Schedule*, also available on our webpage.

Submittal Process

- All submittal documents and plan revisions must be brought to our office, in person, at 0037 Peak One Dr., Frisco, CO 80443. We do not accept emailed or mailed documents.
- Photovoltaic permit submittal documents will be briefly reviewed between the applicant and the permit technician to ensure the presence of all required documents.
- After the permit technician’s review, the admin staff will provide the alternative energy contractor with a sign-off card to bring to the associated fire district for project review. The completed sign-off card is to be returned to the Summit County Building Department before the photovoltaic permit can be issued.

Review Process

Once all required documents are submitted and plan review fee paid, Summit County Building Department will review the documents within (10) business days from the day following submittal.

- If there are comments, they will be emailed to the contact listed on the application. Plan review will proceed once comments are addressed by the contact.



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- If there are no comments, the permit application will be approved and the contact will be emailed by the permit tech. This email will state any remaining items required for issuance.

Permit Status

To check your permit status, please call/email the building department at 970-668-3170 or buildinginspection@summitcountyco.gov

Permit Application Expiration

- Photovoltaic and electrical permit applications expire 180 days after the date of application.
- Photovoltaic and electrical permits expire 18 months after the date of issuance.

Scheduling an Inspection

- All inspections are scheduled online by the contractor using eTRAKiT (see the “Inspections” area of our web page). There is a brochure available for first-time users.
- Inspections are completed on the requested date, as long as the request was made prior to 7am of the date requested and both DC and AC inspections are scheduled.
- Contractors should schedule a “rough electrical” inspection if any there is any electrical work that will later be concealed.
- When ready for final, both contractors should schedule a “final electrical” inspection for each the DC and AC permits on the same date. *If both inspections are not scheduled on the same date, the scheduled inspection will be cancelled.*

****As required by Colorado Revised Statutes, carbon monoxide alarms are required to be installed in single family and multi-family dwelling units when any project requiring a permit (Building, Plumbing, Mechanical, Electrical) is done on the property.****