



Apply for your Building and Subtrade Permits online through [myBuild | Rocky View County](#)

## Building Permit Checklist for Solar Panels (Installed on Structure)

### Tips!

- A Building Permit is **NOT** required for solar panels installed on the ground, but an Electrical Permit is still required.
  - Solar battery pack installations require additional precautions due to fire hazards. **Identify these in your application.**
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## Essential Items to Include

### 1. Contractor Information ☐

- Provide **complete details** for all contractors, including:
  - Their **contact information** (name, phone number, and email).
  - Certification details for all **sub-trade permits** (e.g., electrical, plumbing, gas).
- If you are doing the work yourself as a homeowner, check the appropriate box on your online portal application to indicate this.

### 2. Property Owner Information ☐

- Ensure that the owner information matches the **official land title records**.
- If the property has been **recently purchased**, include the **purchase agreement** showing the transfer of ownership.

### 3. Digital Document Requirements ☐

- All submitted documents must meet these standards:
    - **Flattened PDFs:** Ensure all PDFs are flattened to allow for digital markup and review.
    - **Unrestricted PDFs:** Documents must not have security restrictions that prevent editing or commenting.
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## Plans and Documentation

### 4. Site Plan ☐

- Include these details in your site plan:
  - Use **metric dimensions** (preferred scale: 1:200).
  - Add a **north arrow**, municipal address, and legal address.



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- Include a **title block** with the designer's name and contact information.
- Show **easements** and **utility rights-of-way**.
- Indicate setback dimensions (front, side, and rear).
- Provide existing and proposed **grade elevations** at:
  - Property corners.
  - Building corners.
  - Within **15 meters** of the building.
- For slopes greater than **15%**, show setbacks of at least **20m** from the top of the bank.
- Specify the **total site area** and **lot coverage** (refer to your land use bylaw for limits).

## 5. Building Plans ☐

- **Submit professionally prepared plans, including:**
  - Solar Panel Layouts: Roof layouts.
  - Roof Trusses & Floor Joist Layouts: Including individual profiles.
- **Provide manufacturer specifications for solar panels:**
  - Installation clearances.
  - Make and model number.
  - Testing approval.
- **Include solar panel designs and details:**
  - Mounts: Drawings, or specifications for rack or ballasted mounts.
  - Connection and Flashing Details.
  - Elevation Drawings: For panels not parallel to the roof structure.
  - Panel Specifications: Dead loads.
  - Schematic Drawing: Circuitry and components.
  - System Output: Total kilowatts.

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## Required Forms & Permits

(Forms are available on the Rocky View County website:  
<https://www.rockyview.ca/building-forms-documents>).

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## 6. Sub-Trade Permits (Must submit with the building permit application, if applicable) ☐

- Submit separate permits for:
  - **Electrical Permit** - Required for all solar panel installations. Include the following:
    - **Racking System**: ULC/CSA-approved system meeting STANDATA 18-ECI-064.
    - **Schematics**: Schematic drawing showing circuitry and components.
    - **System Output**: Total kilowatts of the system.
    - **Contractor Information**: Details including the Master Electrician ID number for the contractor completing the installation.

## 7. Engineering Stamped Designs ☐

- Provide engineer-stamped documents for:
  - **Engineer's Review Letter** - Review of site conditions, such as cut joists or similar elements.
  - Roof trusses & floor joist layouts, individual profiles (if design mentions **Part 4** of the Building Code).

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## Key Notes ☐

- Always check your local land use bylaws, area structure plans, or direct control bylaws for additional requirements. <https://www.rockyview.ca/land-use-bylaw>
- Visit [www.rockyview.ca/building](http://www.rockyview.ca/building) for forms, guidelines, and resources.

Following this checklist ensures a complete, efficient application process and prevents delays for your project and others.