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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.**

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.

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.
- **Include battery pack details and location:**
 - **Batteries:**
 - A single-line diagram showing the unit's kilowatt capacity.
 - Unit manufacturers specifications.
 - Documentation must include standard/testing compliance markings.
 - Details for the 1-hour fire separation, interconnected smoke alarms, and ventilation (if applicable).

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Required Forms & Permits

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

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).

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 for forms, guidelines, and resources.

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