



Solar Energy System Application (For Individual Users)

Community Development Department
9915 39th Avenue
Pleasant Prairie WI 53158
Phone: 262.925-6726
Email: communitydevelopment@pleasantprairiewi.gov

GENERAL INFORMATION

Job Address	Tax Parcel Number
Property Owner	
<input type="checkbox"/> Property Owner is Acting as Contractor	
Estimated Cost of Project	Estimated date of completion

PROJECT DESCRIPTION

Work proposed (check all that apply)

<input type="checkbox"/>	Building Mounted Collector Panels The System will be attached to: <input type="checkbox"/> Principal Building Roof mounted not more than 6 inches from roof surface. <input type="checkbox"/> Principal Building Wall mounted not more than 6 inches from wall surface. <input type="checkbox"/> Accessory Building Roof mounted not more than 6 inches from roof surface. <input type="checkbox"/> Accessory Building Wall mounted not more than 6 inches from roof surface. <input type="checkbox"/> Principal Building Roof Exception: Roof pitch is less than 2/12 and panels not more than 18 inches from roof surface. <input type="checkbox"/> Accessory Building Roof Exception: Roof pitch is less than 2/12 and panels not more than 18 inches from roof surface.						
<input type="checkbox"/>	Ground Mounted Collector Panel <table border="1"> <tr> <td>System Capacity</td> <td>kilowatts</td> </tr> <tr> <td>Collector Height</td> <td>ft.</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Provide a site plan and landscape plan</td> </tr> </table>	System Capacity	kilowatts	Collector Height	ft.	<input type="checkbox"/> Provide a site plan and landscape plan	
System Capacity	kilowatts						
Collector Height	ft.						
<input type="checkbox"/> Provide a site plan and landscape plan							
<input type="checkbox"/>	Battery Storage, Converter or Inverter <input type="checkbox"/> Inside a building <input type="checkbox"/> Outside a building (provide a site plan and landscape plan)						

MINIMUM SUBMITTAL REQUIREMENTS

<input type="checkbox"/>	Plat of Survey or approved Site Plan showing location of proposed ground mounted solar collection system or battery storage, converter or inverter outside of a building with setbacks to property lines with required landscaping plan.
<input type="checkbox"/>	Village Electrical permit application, electrical plan and specifications.
<input type="checkbox"/>	Written approval from Architectural Control Committee (if applicable).

The Village may require additional information be submitted to ensure that all Village requirements are being met. The Applicant will be contacted, if additional information is required to be submitted.

PERMIT REVIEW AND ISSUANCE OF PERMIT

- Permits may require up to 10 business days to process. If during the Village’s review of the application, information is missing or additional information is required, the permit will be put on hold until the information is received, then the 10 day review period will start again once the additional information is received. The Applicant will be contacted when the permit is ready to be issued with total permit fees due and permit conditions.
- It is the responsibility of the applicant to schedule all required inspections with the Village within 48 hours of the requested inspection.
- It is the responsibility of the applicant to provide a copy of the permit conditions to the contractor/owner.

Before digging call Diggers Hotline at 1-800-982-0299 to have all underground utilities marked.

INSPECTIONS- scheduled at least 48 hours in advance by calling 262.694.9304 with the Permit Number

1. **Location (staking) Inspection:** This inspection is required for all ground mounted systems prior to being constructed/installed. The applicant is responsible to physically stake the location of the proposed structure and the adjacent property lines so that the Village inspectors can readily determine that the proposed structure meets the required setbacks. The Village accepts no responsibility for the property owner accuracy of property lines.
2. **Electrical Inspection:** These inspections are required prior to concealing any work.
3. **Final Inspection:** Upon completion of the project, a final inspection shall be scheduled.

REQUIRED SIGNATURES

I hereby certify that all of the above statements and attachments submitted, are true and correct to the best of my knowledge. Furthermore, I understand that for any work started or completed without proper permits, a triple fee will be charged.

I hereby apply for a permit herein described and as shown on the attached required application and plans, and hereby agree that all of the work will be done in accordance with all applicable Village, County, State or Federal codes and ordinance requirements and permit conditions. The applicant further agrees to permit the inspection of the premises by the Village’s Inspectors during regular business hours.

PROPERTY OWNER	CONTRACTOR
	Company Name
Print Name	Print Name
Mailing Address	Mailing Address
City/State/ZIP	City/State/ZIP
Phone	Phone
Email	Email

APPLICANTS SIGNATURE: The applicant, either the property owner or the contractor, is responsible to obtain the permit, schedule inspections and ensure compliance with all permit conditions.

Signature:	Check one:	Date
	<input type="checkbox"/> Owner	
	<input type="checkbox"/> Contractor	



Residential 1 & 2 Family MEP Permit Application

(HVAC, Electrical, Plumbing)

Building Inspection Department

9915 39th Avenue

Pleasant Prairie WI 53158

Phone: 262-694-9304

Email: buildinginspection@pleasantprairiewi.gov

General Information (one application per contractor)

Job Address		Tax Parcel Number#	
<input type="checkbox"/> Property Owner as Contractor (must reside on property)	Date of completion	Cost of Project	

Project Information (check all that apply)

<input type="checkbox"/> New Home	<input type="checkbox"/> Existing Home	<input type="checkbox"/> Accessory Structure	<input type="checkbox"/> Addition
<input type="checkbox"/> Alteration	<input type="checkbox"/> Repair	<input type="checkbox"/> Replacement	<input type="checkbox"/> Electric
<input type="checkbox"/> Plumbing	<input type="checkbox"/> HVAC	<input type="checkbox"/> Plans Included	<input type="checkbox"/> Specs Included

License Information (please include license number and expiration date)

WI Electrical Contractor License	WI Master Electrician Name and License
WI Plumbing Contractor License	WI Master Plumber Name and License
WI HVAC Contractor License	WI HVAC Qualifier Name and License

Electrical Information (Photovoltaic systems will require plan review, please submit one-line and specs)

Service QTY:	Subpanels QTY:
Generator QTY:	Photovoltaic KW:
Openings:	Pool/Hot tub QTY:

Plumbing Information ("A" value worksheet required for new home)

Sanitary Lateral LNFT:	Fixtures QTY:
Water Lateral LNFT:	Gas Line LNFT:
Storm Lateral LNFT:	<input type="checkbox"/> Worksheet Included

HVAC

Heating Units QTY:	Cooling Units QTY:
Exhaust Fans QTY:	Duct Extension LNFT:
Gas Line LNFT:	Fireplace QTY:

Project Description

Is this MEP work part of a building construction project <input type="checkbox"/> Y <input type="checkbox"/> N	Project Name:
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Permit Review and Issuance

- Permits may require up to 10 business days to process. If during the Village’s review of the application information is missing or additional information is required, the permit will be placed on hold. Once the information is received, the 10-day review period will start over. The Applicant will be contacted when the permit is ready to be issued with total permit fees due and (if) any additional requirements.
- It is the responsibility of the permit holder (applicant) to call and schedule all required inspections with the Building Inspection Department within 48 hours of the requested inspection date at 262-694-9304.

Before digging, call Diggers Hotline at 1-800-982-0299 to have all underground utilities marked.

Contractor Information Applicant

Owner Information Applicant

Company Name

Contact Name

Name

Address

Address

City/ST/Zip

City/ST/Zip

Phone

Phone

Email

Email

Applicant Signature

I hereby certify that all of the above statements and submitted attachments are true and correct to the best of my knowledge. Furthermore, I understand that a triple fee will apply for any work started or completed without proper permits.

I hereby apply for a permit herein described and as shown on the attached required applications and plans, and hereby agree that the work performed will be in accordance with all applicable Village, County, State or Federal codes and references therein. The applicant further agrees to permit the inspection of the project by the Building Inspection Department inspectors during regular business hours.

Sign(Contractor):

Date:

Sign(Master Plumber if applicable) :

Date:

Sign(Master Electrician if applicable):

Date:

Sign(HVAC Qualifier if applicable):

Date:

SOLAR ENERGY SYSTEM FOR INDIVIDUAL USERS REQUIREMENTS

DEFINITIONS:

SOLAR ENERGY SYSTEM: Equipment that directly converts and then transfers or stores solar energy into usable forms of thermal or electrical energy. A solar energy system is either solar for individual users or a solar farm as defined in this section. A solar energy system includes solar collectors, frames, supports and any mounting hardware, battery storage equipment, converters or invertors.

SOLAR ENERGY SYSTEM FOR INDIVIDUAL USERS: Solar energy system that generates electricity for the individual property owner, with either building mounted or ground mounted solar collectors, as opposed to a solar farm which generates enough electricity to serve many off-site customers.

SOLAR COLLECTOR: A device that absorbs solar energy for use in the collector's energy transformation process.

SOLAR ENERGY SYSTEM FOR INDIVIDUAL USERS STANDARDS.

Building mounted system in any Agricultural, Residential or Upland Conservancy Zoning District shall meet the following requirements:

- The solar energy system shall not extend more than 6 inches from the original exterior perimeter of a principal or accessory building except as provide in subsection (b) below.
- If the roof pitch is 2/12 or less, then the system shall not extend more than 18 inches from the original exterior perimeter of the principal or accessory building.
- The solar energy system shall not extend beyond the exterior perimeter of the building roof or wall.
- Any ground mounted battery storage, converter or invertor shall be located inside a building; or located in the side, rear, rear street yards with proper screening as approved by the Zoning Administrator.
- The Village is not responsible to remove or force the removal of any structures or vegetation on adjacent properties that may exist at the time of installation or may be constructed/installed in the future to block any portion of the solar system.

Building mounted system in any Business, Manufacturing, Institutional or Park-Recreational Zoning Districts shall meet the following requirements:

- The solar energy system shall not extend more than 6 inches from the original exterior perimeter of a principal or accessory building to except as provide in subsection (b) below.
- If the roof pitch is 2/12 or less, then the solar energy system shall not extend to a height that exceeds the height of an existing parapet wall or other screening as approved by the Zoning Administrator that screens the system from view from the adjacent right-of-way. A sight line plan is required to be submitted for review.
- The solar energy system shall not extend beyond original exterior perimeter of the principal or accessory building.
- Any ground mounted battery storage, converter or invertor shall be located inside a building; or located in the side, rear, rear street yards with proper screening as approved by the Zoning Administrator.
- The Village is not responsible for the removal or force the removal of any structures or vegetation on adjacent properties that may exist at the time of installation or that may be constructed/installed in the future to block any portion of the solar system.

Ground mounted system in any district shall meet the following minimum requirements:

- Capacity of the system shall not exceed 7 kilowatts in rated capacity for properties that are 1 acre or less in area.
- Capacity of the system shall not exceed 15 kilowatts in rated capacity for properties more than 1 acre.
- Height shall not exceed 10 feet when oriented at maximum tilt. The grades that surround the system shall not be artificially elevated to bring in fill as to elevate the system higher than the existing grades on the property.
- Shall not be located within a front street yard or side street yard as measured from the furthest extent of the solar collector at full tilt parallel to the ground.
- Minimum setback requirements as measured from the furthest extent of the solar collector at full tilt parallel to the ground.
 - Side and Rear: a minimum of 25 feet.
 - Rear Street: a minimum of 50 feet.
 - Wetland: minimum of 10 feet from wetlands on the property.
 - Shore: minimum of 25 feet from the ordinary high water mark of a navigable waterway.
- Shall not be located within the 100-year floodplain as measured from the furthest extent of the solar collector at full tilt parallel to the ground.
- Landscaping and or screening will be required to screen the system from adjacent properties and public rights-of-way as approved by the Zoning Administrator on a case by case basis.
- All electrical wires associated with the solar energy system, other than wires necessary to connect the system, grounding wires etc. shall be located underground.
- Shall be installed and securely attached to the ground pursuant to the manufacturer's requirements.
- Land under and surrounding the system shall be properly manicured and maintained.
- Any ground mounted battery storage system, converter or inverter shall be located inside a building; or located in the side, rear, rear street yards with proper screening as approved by the Zoning Administrator.
- The Village is not responsible to remove or force the removal of any structures or vegetation on adjacent properties that may exist now or that may be constructed/installed in the future to block any portion of the solar energy system.