



# Codes Administration

## Residential Solar Photovoltaic Systems Permit Checklist

**Permits:** A permit is required to install photovoltaic (PV) energy generation system on residential properties. Please check off the items listed below, and turn this form in with your permit application and the requested information.

Permit Application form should be completed, and can be found at: [Permit Application Form](#)

Permit fees are based on project value, and can be found at: [Permit Fee Schedule](#)

Required information (2 copies):

### 1. Roof Mounted Systems (less than 15 kW):

- Roof plan: Plan showing the location of panels on the roof, dimensions, existing roof covering, and the slope of the roof. PV panels must be arranged to meet the Fire Code access and pathway requirements.
- Elevations: General elevation showing how the array will be placed on the roof. Will the array be flush with the roof or elevated? PV panels installed on the street side of a sloped roof are required to be mounted parallel with the roof plane. No PV panels are allowed to extend above the roof peak.
- Installation details: How will the array be attached to the roof, include the type and location of any rails and how they will be fastened.
- Roof Framing: Indicate the size, spacing and span of roof rafters.
- Calculations: Provide the weight of the completed system (pounds per square foot) and the location and the amount of concentrated loads at each mounting location.
- Provide manufacturer's installation instructions.

### 2. Electrical Information:

- Provide a one line diagram of the electrical plan that includes the following information.
  - Number of proposed panels
  - Voltage and KW output of each panel
  - Total system output
  - Conductor and conduit sizes
  - Ampacity of overcurrent devices and disconnects
  - Ampacity of main electrical panel and subpanels used
  - Indicate how the system will be grounded.
- Battery storage – If batteries are to be used provide the number, size and location of batteries and any required grounding.
- Utility Agreements – submit utility approvals prior to system activation:
  - Westar Energy Customers – Requires “Generation Interconnection Application” and “Net Metering Rider” - <http://www.westarenergy.com/selfgeneration> - Contact Matt Lehrman at 785-575-1829
  - KCPL – “Interconnection application/agreement for renewable source net metering” - <http://www.kcpl.com/save-energy-and-money/for-home/generating-your-own-electricity>