



## SOLAR PHOTOVOLTAIC SYSTEM INSPECTION PROCESS

### **For new Roof Top Solar Photovoltaic systems:**

A Solar Electrical Final inspection shall be scheduled for the day that the contractor energizes the system. This is a final inspection of the entire system including the completed roof top assembly, mounting brackets and the method of attachment, micro processors, inverters, charge controllers, batteries, disconnects, and all equipment properly labeled. The inspector will have the contractor open all boxes and cabinets, including the existing electrical panel, to verify connections and that all solar panel components, electrical connections, and materials are listed and match approved submittals, and that the wiring and grounding methods meet code, confirmed, by a completed, notarized Solar Panel Installation Affidavit posted on site. Should a utility service change be required, a Service Change will be added and shall be scheduled for the day that the contractor energizes the system.

### **For new Ground Mount Solar Photovoltaic systems:**

For the mounting brackets and their attachment, a Solar Tie Down inspection shall be scheduled for the day that the contractor will be in the act of installing those brackets and before the solar panels are installed. At this inspection, the inspector will verify that the materials and methods of attachment match the approved submittals and engineering. If applicable, a Footing inspection should be scheduled prior to pouring any concrete footers.

The Electric Underground Wiring inspection shall be scheduled for the day after the contractor has installed the underground conduit (wiring method). For this inspection, the inspector will verify that the conduit (wiring method) is at the proper depth per the applicable section of Article 300 of the currently adopted edition of the National Electrical Code.

The final Solar Electrical Final inspection shall be scheduled for the day that the contractor energizes the system. This inspection will be a final inspection of the entire system, with the contractor present, including the inverters, charge controllers, batteries, disconnects, and all equipment properly labeled. Should a service change be required, a Service Change will be added and shall be scheduled for the day that the contractor has the utility disconnect the service to perform the change to the service equipment. The entire ground mounted solar array shall be enclosed with a minimum of a four (4) foot high fence.

### **For removal and re-installation of Roof Top Solar Photovoltaic systems for re-roofing or roof-over:**

Prior to permit issuance, the roofing contractor will provide either an electrical subcontractor or a separate permit for the re-installation of the photovoltaic system. A completed, notarized Solar Panel Installation Affidavit will be required on site at the time of the Final Re-Roof inspection.

*Building Official*