For additional information, forms & documents please visit us on the web at: http://www.cityofst helena.org/content/building

All items below are required at time of submission for commercial and residential solar pv systems. Commercial and residential roof-mounted solar PV systems without structural modifications are rapid permits. Please allow up to 14 working days for first plan check (and any subsequent plan checks - up to 14 working days). Depending on the scope of the project the permit might be reclassified as a “standard permit” at the discretion of the Chief Building Official.

- Title Page - Include all required information
- Site Plan - setbacks, easements, sewer & water lateral shown
- Structural Calcs - showing the roof can take the loads of the new solar system and the existing and/or new roofing material. Or two (2) copies of sheets providing: type of wood, sizing, spacing & span of roof framing members to which panels are attached and the type of roofing material
- Single Line Electrical - stamped by an electrical engineer, or signed by a C10 or the licensed installer with their license number.
- Attachment Details - or chosen panel framing system
- Footing Details - (ground mounted systems) - signed structural calculations for array mounting systems.

### Number & Size of Drawings
- 2 Complete Sets of Plans

Your drawings must be no smaller than 11” x 17” and no larger than 24” x 36”, drawn to scale using English measure, and signed by the architect, engineer, or draftsperson.

PROVIDE A 4” X 4” CLEAR AREA ON THE BOTTOM RIGHT SIDE OF EACH DRAWING FOR CITY APPROVAL STAMP.

### FORMS & SUPPORTING DOCUMENTATION

All forms and documents below are required with your submittal.

- Completed Building Permit Application w/ scope of work
- 2 Copies of Structural Calculations
- 2 Copies of Cut Sheets (for all equipment being installed)
- Stormwater Requirements Applicability Checklist (PW) (ground mounted only)

Some projects may require some or all the listed additional documents below and/or additional documents not listed.

- Electrical Worksheet
- Owner-Builder Disclosure Form
- HOA Pre-Approval [wet signed letter, or wet signature of approval on site plans (all copies)].
- Agent Authorization Form