

CHECKLIST OF REQUIRED DOCUMENTS TO DEEM APPLICATION COMPLETE. PLEASE CHECK OFF THE DOCUMENTS BEING SUBMITTED AND UPLOAD THE CHECKLIST

Photovoltaic - Commercial Alteration

Plan Reviews: Building Review, Electrical Review, Fire Review, Planning Review, Plumbing Review, Structural Review

Inspections: Building Final, Electrical Final, Electrical Rough, Fire Final, Planning Final

Drawings: 1 Set of Digitally or Electronically signed and sealed drawings - See [Online Permitting Resource Center](#) for instructions.

Drawings included:

- Signed & Sealed Topographic/Boundary Survey
- Architectural plans
- Structural Plans
- Electrical plans to include listing of equipment
- Plumbing Plans
- Life Safety Plans
- Proposed roof plan including height of solar panels above the main roofline, provide setbacks of equipment / panels to edge of roof
- Site plan with property lines, showing adjacent ROW
- If located on grade, provide:
- Site Plan (with setbacks- existing and proposed, property lines, lot dimensions, grade elevation as per survey).
Site plan shall also include all proposed structures such as fences/walls, accessory buildings, pool, decks, walkways, mechanical equipment, etc. as may be required for scope and adjacent ROW
- Survey: Electronic version of original signed & sealed, dated no more than one year from date of submittal. Survey must provide: BFE, and grade elevation in NGVD or NAVD values, per Section 114-1 of the City Code. (If no sidewalk exists, provide the elevation of the crown of the road) if applicable

Supporting Documents:

- Structural Calculations
- Roofing details
- Public Works Department – Right of Way Permit (If applicable)
- Declaration of Restrictive Covenant (if applicable)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Master Building Permit Number (if applicable)
- Provide section/detail measured from finish roof material
- May require Land Use Board approval if visible from ROW