



Centerville City

655 North 1250 West, Centerville, UT 84014
(801) 677-6438 • www.centervilleutah.gov

SOLAR PERMIT APPLICATION

DATE SUBMITTED	DOLLAR VALUATION FOR PROJECT \$ _____	PERMIT FEE Credit/Debit Card Payments Accepted, Check or Cash
PERMIT TYPE (Check all that apply):		
<input type="checkbox"/> SOLAR PANELS (FEE \$379.76) NO. OF PANELS _____ DOLLAR VALUE OF PROJECT \$ _____		
<input type="checkbox"/> BATTERY BACKUP FOR SOLAR SYSTEM (FEE \$70.70)		
<input type="checkbox"/> METER-MOUNTED TRANSFER SWITCH FOR SOLAR SYSTEM (FEE \$70.70)		
PROJECT ADDRESS		
ASSESSOR'S PARCEL NO.	LOT NO.	SUBDIVISION
PROPERTY OWNER	PHONE	
MAILING ADDRESS, CITY, ZIP CODE		
ELECTRICAL CONTRACTOR	BUSINESS PHONE	
BUSINESS ADDRESS, CITY, ZIP CODE	UTAH STATE CONTRACTOR LICENSE NO.	
CHECK WHICH ONE APPLIES		
<input type="checkbox"/> Licensed Contractor Declaration		
I hereby affirm that all work will be performed by contractors licensed under the Construction Trades Licensing Act (58-55, UCA), whose licenses are in full force and effect. If contractors have not been selected at the time of the application for this permit, the permit is issued only on the condition that currently licensed contractors shall be selected by the applicant, that the applicant shall provide the names and license numbers of the contractors to Centerville City and shall enter the same names and numbers on the permit before they begin their work.		
<input type="checkbox"/> Owner-Builder Declaration (submit certification form)		
I hereby claim exemption from the requirement of licensing under the Construction Trades Licensing Act (58-55, UCA) because work will be performed by the owner of the property for his/her private, non-commercial, non-public use. Any work not performed by the owner will be performed by a contractor licensed under the Construction Trades licensing Act, and the names and license numbers of the contractors shall be provided to Centerville City and shall be entered on the permit before their work had begun.		
APPLICANT SIGNATURE: _____		
PRINT NAME: _____		
CELL/PH: _____		
EMAIL ADDRESS: _____		
EMAIL COMPLETED APPLICATION TO: donna.wilkinson@centervilleutah.gov		



Building & Safety Department

655 North 1250 West
Centerville, UT 84014

Ph 801.677-6438 • www.centervilleutah.gov

Solar Array Permit Requirements

1. Submit a structural engineer's letter that indicates existing trusses will support the loads from solar panels, **MUST INDICATE WIND LOADS OF 140 MPH**
2. Provide a complete set of construction drawings, one- line electrical diagram(s)
3. Roof layout and location of solar panels need to meet the clearance to peak, hips, valleys, and pathways per the current adopted code (IFC)
4. Provide a complete set of manufacture specs and system component information. Manufacture specifications are required for the following items:
 - Micro-inverters
 - Modules (panels)
 - Disconnect switches
 - Any new AC panelboards
 - Supporting racking system
5. Show any detached structure on the property if solar modules (panels) are to be installed thereon
6. **Prior to submittal to the City, submit plans to South Davis Metro Fire Agency, visit their website at sdmetrofire.gov, Menu, Plan Review. There is a Fee of \$100 for the first hour of review. Payment needs to be received before plans will be reviewed. Questions, call 801-677-2400**
7. Reviews will be completed, in most cases, within 3 business days of submittal, pending no revision of the plans are necessary. After completion of the review, we will email to the solar installation company, a project clearance letter stating our approval
 - **The items we will be looking for on the reviews will be:**
 1. An aerial site plan, preferably a satellite image (google maps), of the structure, 2. Location of the panels on the structure including setback distances from the roof ridge, sides, and any roof projections (chimney, skylights, etc.), 3. The location of the main shut off for the array, including what identification signs will be used, 4. A description of the type of PV system being installed (a/c, d/c, grid-tie, battery, stand alone, etc.).
 - **Please include on the application, the following:**
 1. Name of Project/Residence/Business, 2. Physical address of project including which city it is in 3. Contact info for solar installation company including address, phone number, email address, name of designer, name of installer
8. **After you receive fire approval, email the following to donna.wilkinson@centervilleutah.gov**
 - **Centerville City Solar Permit Application**
 - **Fire Approved (Stamped & Dated) Solar Array Plans & Specifications**