



SOLAR BUILDING PERMIT CHECKLIST

- Completed Building Permit Application - Applications may be submitted online @ www.citizenserve.com Citizens Access Portal (CAP)
- Two (2) sets of detailed Solar plans drawn to scale, to include panel layout and access requirements specified in the International Fire Code, Section 605.
- Two (2) sets of specifications from the Solar Panel Manufacturer.
- Site Plan – 8 ½ x 11 sheet showing (any existing and/or) proposed panels, please include set-backs from all property lines and other structures (for ground mount installation include Yavapai County Septic approval drawing too).
- Cost Breakdown should include separate breakout for labor and materials.
- Non-Refundable Plan Review Fee of \$ 52.00 due with application submittal.
- Is this a Manufactured Home? If so the plans will require Engineered Specifications for roof mount installation.

NOTE: Completed plans and documents must be submitted before the application will be accepted.

General Information

All plans are required to meet the 2018 IFC and 2017 NEC.

Inspection requests can be scheduled by texting or calling the Citizenserve Interactive Voice Response (IVR) Inspection Request Line at (855) 855-8919. Requests made before midnight will be scheduled for the next business day. A valid permit and approved construction plans must be on site for an inspection to be performed.

NOTE: Construction must begin within 180 days of the date of permit issuance. Substantial progress must be demonstrated every 180 days or the permit will expire.



BUILDING PERMIT APPLICATION

Permit # _____

RESIDENTIAL PERMIT _____ New Structure _____ Drive Way _____ Accessory _____ Remodel _____ Addition _____ Solar _____
COMMERCIAL PERMIT _____ New Structure _____ Tenant Improvements _____ Addition _____ Solar _____ Other _____

Applicant's Name: _____ Date _____
 Phone: _____ Cell Phone: _____ Fax: _____ Email _____
 Applicant Address: _____ Parcel _____
 Property Owner: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Email: _____

Scope of work

Project Description: _____ Project Valuation: \$ _____

A BOND Exemption form is required if the job value exceeds \$50,000 excluding the land, and work done by owner builder.

Site Address: _____ Parcel Number: _____

Subdivision: _____ Lot number: _____

Property owner: _____ email Address: _____

How many structure are you building? _____ Number of stories: _____ Total Site Built Square Footage: _____

Single Family: SF _____ Accessory SF: _____ Addition SF: _____ Porch/Patio SF: _____

Covered/Uncovered Deck SF: _____ Carport SF: _____ Barn SF: _____ Shed SF: _____ Other: _____

Commercial Building SF: _____ Commercial Remodel SF: _____ Commercial Other SF: _____

Used Manufactured Homes /Factory Built - copy of the title is required to be submitted with the permit application

Factory Built Building; Make: _____ Year: _____ Vin # _____ Size: _____

Manufactured Home: Make: _____ Year: _____ Vin# _____ Size: _____

Owner Builder (Residential Only) _____ Exempt _____

Engineer/Architect: _____ Address: _____

General Contractor: _____ State Lic. # _____ Town Bus. Lic # _____

Address: _____ Email: _____

Mechanical Contractor: _____ State Lic. # _____ Town Bus. Lic # _____

Address: _____ Email: _____

Electrical Contractor: _____ State Lic. # _____ Town Bus. Lic # _____

Address: _____ Email: _____

Plumbing Contractor: _____ State Lic.#: _____ Town Bus. Lic# _____

Address: _____ Email: _____

Applicants Signature: _____ Date: _____

Received by: _____ Date: _____