



## SOLAR PLAN SUBMITTAL CHECKLIST

### ATTACHMENT D

Please take a moment to compare your plan sets with this checklist. This form is to assist building permit applicants in determining the adequacy of their submittal package. If the plans and other construction documents are incomplete, the plan check process could be delayed. Check the items that are included.

- Permit application.
- PLANS: 3 sets are required
- 1 photo of existing Electrical Service *required*. This photo should be of the entire panel showing the main disconnect with dead-front cover removed.
- 1 photo of existing Electrical Service *required*. This photo should be of the entire panel with dead-front cover on.
- 1 photo of door specs *required*. Door specs need to show the *existing* MAXIMUM BUS RATING.
- 1 photo of the main service breaker *required*.
- 1 photo showing roof framing i.e. CUT AND STACK or TRUSS SYSTEM. Not required, but recommended.

**NOTE:** Photos are *ONLY* required if

- a. *EXISTING SERVICE PANEL* is being used.
- b. *COMMERCIAL* submittals only require photos if a direct tap.

**INCOMPLETE SUBMITTALS WILL BE REJECTED**

I have reviewed this checklist. All items checked above are included. Plans must be signed by the person responsible for their preparation.

PRINT OR TYPE NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_