



CITY OF  
**SARATOGA SPRINGS**

## **Electrical Permit Application for Roof-Mounted Solar Photovoltaic**

\_\_\_\_\_  
Job Address

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner Phone Number

\_\_\_\_\_  
Contractor/Applicant Name

\_\_\_\_\_  
Applicant Phone Number

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Contractor License Number

Number of Roof-Mounted Solar PV Modules \_\_\_\_\_

Watts per Module \_\_\_\_\_ Number of Interactive Inverters \_\_\_\_\_

Power Ratings (each) \_\_\_\_\_ Total No. of Rating \_\_\_\_\_

KW

# Residential Solar Photovoltaic (PV) System Plan Submittal Checklist

This checklist is only a basic list of items needed **to begin** a solar PV system plan review and is **not** all inclusive. Having all the items listed on this checklist does **not** guarantee a permit will be issued and any additional plans, information, and/or requirements may be requested or required by City of Saratoga Springs at any time. Must be designed to the **2017 National Electrical Code (NEC) and the 2015 International Codes (IBC, IRC, IFBC)**. **\*\*Bring in 2 complete sets of Plans & Specifications and a disk containing copies of all submittal documents (disk must be updated with the approved submittal documents before the permit is issued).\*\***

- 1. Site plan:** A detailed site plan showing the location of the home, electrical meter panel, any backfed sub-panelboards, and all PV system components on the property is required. Plumbing vent terminations are not allowed to remain under solar installations. Vent terminations must be relocated (and possibly resized) or an air admittance valve may be utilized in accordance with the International Plumbing Code (IPC) and/or International Residential Code (IRC).
- 2. Mounting system:** Provide detailed information on the module mounting system and also the weight of all components on the roof. The support manufacture specs must also specify the required support spacing based on the local wind and snow loads. Note if the home roof rafters are engineered trusses or provide information on the type and size of the roof rafters if they are other than engineered trusses. Also note the type of the roof covering (shingles, metal, or tile) and how many layers of the covering there are. If the racking system has integrated grounding/bonding, please also provide spec sheets showing such. **Please provide a Structural Engineers letter to evaluate the existing structure of the home for the addition of solar panels.**
- 3. One-line diagram:** A detailed one-line diagram is required and must show: the type of PV system being installed (a single inverter system with one or more strings of modules connected in series, a micro inverter system, or an AC module system), the **exact** number and layout of modules and how they are connected together (in series or in parallel), all wire types, all wire sizes, conduit types and sizes, detailed info on the grounding wiring and connections, the locations of all circuits and system components on or in the house, and the ratings of all fuses or breakers.
- 4. Elect. panel to be backfed:** **Note which home electrical panel the PV system will backfeed and give the location and rating of that panel. Please provide pictures of the service panel with a picture of its interior label also. Please also provide photos of labels of any sub-panel that will be backfed.**
- 5. Module spec sheets:** Provide the PV module (solar panels) spec sheets showing the modules' STC rated watts (Pmp), volts (Vmp), amps (Imp), open circuit voltage (Voc), and short circuit current (Isc). Modules must be listed UL 1703.

6. **Inverter spec sheets:** Provide the inverter manufacture spec sheets showing the amount of watts and volts the inverter can safely handle, and also noting what the inverter's max rated AC output amps and voltage is. Utility tied inverters must be listed as "utility interactive" meeting **UL 1741**, and have ground fault protection.
7. **Total array power:** (This is not required for systems with micro inverters) Provide the total amount of watts, amps, volts, open circuit voltage (Voc at the coldest possible outside temperature-see NEC 690.7), and short circuit current that the array can produce.
8. **System components:** Provide information on the different types of components that will be used in the system and how they are to be installed. Also show that all equipment is listed and rated for the type of voltage (AC or DC), amount of voltage, and the amount of current that it could be subjected to.
9. **Fire Code:** Provide compliance with the requirements for access and pathways per the International Fire Code (IFC) 605.11 Solar photovoltaic power systems. If the exception to the Fire Code is going to be used please provide signed release letter that is attached to this application and include it with your permit application. Also send a copy of the letter and site plan layout to Fire Chief Jess Campbell [JCampbell@saratogaspringscity.com](mailto:JCampbell@saratogaspringscity.com)
10. The applicant will verify with the City of Saratoga Springs Planning Department that the proposed complies with all zoning, Planned Development Districts and required HOA approvals or deed restrictions.
11. Please review the proposal with Rocky Mountain Power for the solar incentive program ([www.rockymountainpower.net/solar](http://www.rockymountainpower.net/solar)) or 1-866-344-9802 Incentives are based upon complying with their requirements for pre-installation inspection and post-installation inspection.
12. Provide a warning sign at the main electrical disconnect to the building that solar panels are providing supplemental voltage per NEC requirements.

**I \_\_\_\_\_ have read the above information and acknowledge that all the required documents have been provided.**

**Signature \_\_\_\_\_ Date \_\_\_\_\_**



Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

This document is to notify you and requires your acknowledgment. Saratoga Springs will review the site design for your Photovoltaic (PV) with the following stipulation: Saratoga Springs Fire & Rescue will not use vertical ventilation techniques and they will not be employed should the need arise on your home for any reason due to the lightweight constructions techniques that were utilized in the building of your home; we will not deploy Firefighters to your roof for vertical ventilation practices and procedures. Other tactics will be utilized should the need arise at your location.

You will also need full disclosure to any future changes in ownership of this property of this document and rendering.

Per IFC code 605.11.3 exception 2. "Panels/ modules shall be permitted to be located up to the roof ridge where an alternative ventilation method approved by the fire chief has been provided or where the Fire Chief has determined vertical ventilation techniques will not be employed."

(Quotations used if this is in fact the full statement from 605.11.3)

If you have any questions or concerns please feel free to contact us.

(Vendor) Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_

APPLICATION DATE		TYPE OF CONSTRUCTION						] REMODEL		[ ] ELECTRIC		[ ] BASEMENT FINISH		FOR DEPARTMENT USE ONLY PERMIT NUMBER																					
		[ ] NEW RESIDENTIAL		[ ] ADDITION		[ ] PLUMBING		[ ] DECK																											
		[ ] NEW COMMERCIAL		[ ] GARAGE		[ ] SIGN		[ ] SOLAR																											
		[ ] TENANT IMPROVEMENT		[ ] SHED		[ ] DEMOLITION		[ ] OTHER																											
TO BE FILLED OUT BY APPLICANT - PLEASE PRINT CLEARLY OR TYPE																																			
CONTACT INFORMATION (NAME, EMAIL, PHONE NUMBER)														UTAH PERMIT NUMBER: SRT																					
OWNER														PHONE #				DATE PERMIT ISSUED																	
OWNER'S MAILING ADDRESS														BLDG INSP.				SIGNATURE																	
CONTRACTOR														OCCUPANT LOAD				ZONE																	
ARCH/ENG.														ARCH/ENG. ADDRESS				TYPE				FEE													
														BUILDING FEE																					
LOT NUMBER AND SUBDIVISION														PARCEL NUMBER				PLAN CHECK FEE																	
																		ELECTRICAL FEE																	
JOB SITE - ADDRESS														PROJECT VALUE				PLUMBING FEE																	
																		MECHANICAL FEE																	
EXISTING USE OF PARCEL														INTENDED USE OF PARCEL														1% STATE SURCHARGE							
[ ] VACANT				[ ] COMMERCIAL TYPE				[ ] AGRICULTURAL				[ ] PUD				WATER METER SET FEE																			
[ ] AGRICULTURE				[ ] INDUSTRIAL TYPE				[ ] SINGLE FAMILY				[ ] COMMERCIAL TYPE				ISSD SEWER FEE																			
[ ] SINGLE FAMILY				[ ] OTHER/SPECIFY TYPE				[ ] DUPLEX				[ ] INDUSTRIAL TYPE				SEWER CONNECTION FEE																			
[ ] DUPLEX								[ ] MULTI-FAMILY				[ ] OTHER/SPECIFY TYPE				CONSTRUCTION WATER																			
[ ] MULTIPLE UNIT								[ ] CONDO								BASEMENT FEE																			
NO. DWELLING UNITS				OWNER/RENTAL				BEDROOMS				BATHROOMS				PLUMB FIX #				FIREPLACE				WATER CONNECTION											
																								IMPACT FEES											
BLDG. DIMENSIONS				GARAGE				ATTACHED				PARKING				NO. STORIES				OCCUP. TYPE				CONST. TYPE				TOTAL FEE							
																												TOTAL VALUE							
LOT DIMENSIONS				NO DWELL. UNITS ON LOT				OTHER BLDGS NOW ON LOT														PLAN CHECK DEPOSIT													
																						ADJUSTED FEE DUE													
FLOOR		EXT WALL		INT. WALL		CEILING		ROOF		HEATING		HEATING		SEWAGE		DATE PAID																			
[ ] CONCRETE		[ ] MASONRY		[ ] MASONRY		[ ] OPEN BEAM		[ ] WOOD SH		[ ] ELEC.		[ ] HYDRONIC		[ ] PUBLIC																					
[ ] WOOD		[ ] FRAME		[ ] FRAME		[ ] PLASTER		[ ] COMP SH		[ ] NAT. GAS				[ ] PRIVATE		RECEIPT NUMBER																			
		[ ] STUCCO		[ ] PLASTER		[ ] SHEETRK		[ ] BUILT-UP		[ ] L.P.G.																									
		[ ] SIDING		[ ] SHEETRK		[ ] WOOD		[ ] METAL		[ ] OIL						FLOOR				SQ.FT															
		[ ] METAL		[ ] WOOD		[ ] SUSP CEIL.		[ ] TILE		[ ] SOLAR																									
				[ ] GLASS		[ ] GLASS		[ ] SHAKE		[ ] SOLID						UNFIN. BASE				FINISHED BASE															
APPLICANT PLEASE READ CAREFULLY														MAIN																					
I AGREE TO COMPLY WITH ALL CITY, COUNTY AND STATE BUILDING LAWS AND ORDINANCES, AND THAT THE REPRESENTATIONS IN THIS APPLICATION FOR A BUILDING PERMIT ARE TRUE AND ACCURATE, AND ANY MISREPRESENTATION OR ERRORS HEREIN ARE THE SOLE RESPONSIBILITY OF THE APPLICANT, AND SHALL IN NO WAY INCUR OR ACCRUE LIABILITY OR OBLIGATION TO ENFORCING OFFICERS OR AGENTS.														2ND																					
THIS PERMIT BECOMES NULL AND VOID IF WORK ON CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED.														PORCH																					
OCCUPANCY OF STRUCTURE IS PROHIBITED UNTIL AFTER FINAL INSPECTION AND ZONING AND OCCUPANCY CERTIFICATE IS ISSUED.														GARAGE																					
I HAVE CHECKED THE SEWER DEPTH OF ABOVE LOT AND WILL TAKE ALL RESPONSIBILITY FOR SETTING BUILDING ACCORDINGLY.														TOTAL FINISHED ON ALL FLOORS																					
														TOTAL UNFINISHED ON ALL FLOORS																					
OWNERS SIGNATURE: _____														MINIMUM PROPERTY SETBACK DISTANCES:																					
														FRONT SETBACK																					
														REAR SETBACK																					
														STREET SIDE SETBACK																					
														LEFT SIDE SETBACK																					
														RIGHT SIDE SETBACK																					
CONTRACTOR'S SIGNATURE: _____																																			

Please See Other Side

**COMMENTS AND NOTES: PLEASE READ CAREFULLY!**

PURCHASERS OF THESE LOTS ARE TO BE AWARE THEY ARE RESPONSIBLE TO DETERMINE SOIL & SUBSURFACE CONDITIONS AS THEY AFFECT BUILDING ON THEIR INDIVIDUAL LOTS, AND THE SAME ARE SOLELY RESPONSIBLE TO PROVIDE ADEQUATE MEASURES TO REMEDY ANY CONDITIONS WHICH ARE DISCOVERED SUCH AS GROUNDWATER, UNACCEPTABLE SOILS AND LIQUEFIABLE SOILS FOR PROPER STRUCTURAL STABILITY.

ALL SIDEWALK, DRIVEWAY, CURB, AND GUTTER MUST HAVE NO BREAKS, CRACKS, OR SETTLEMENT.

A BUILDING PERMIT WILL NOT BE ISSUED WITHOUT A COMPLETED SUB CONTRACTORS LIST AND SIGNED SWEAT EQUITY DISCLAIMER. ANY HOMEOWNER WISHING TO DO, OR CONTRACTOR ALLOWING SWEAT EQUITY TO BE DONE, MUST ABIDE BY THE REGULATIONS OUTLINED BY THE UTAH STATE DIVISION OF PROFESSIONAL LICENSING WHICH ARE AS FOLLOWS:

ELECTRICAL, PLUMBING, AND HVAC WORK CAN ONLY BE PERFORMED BY A PROPERLY LICENSED INDIVIDUAL UNTIL AFTER THE TRANSACTION IS CLOSED AND THE BUYER BECOMES THE SOLE OWNER OF THE HOME.

**OCCUPANCY:**

THE CITY OF SARATOGA SPRINGS RESTRICTS THE OCCUPANCY OF BUILDINGS WITHIN THE CITY LIMITS. ACCORDINGLY, IT IS UNLAWFUL TO OCCUPY OR MOVE FURNISHINGS INTO ANY BUILDING WITHOUT FIRST HAVING OBTAINED A CERTIFICATE OF OCCUPANCY ISSUED BY THE CITY OF SARATOGA SPRINGS BUILDING DEPARTMENT. FAILURE TO ABIDE BY THE CONDITIONS OF THIS ORDINANCE WILL RESULT IN A FINE BEING ASSESSED JOINTLY AGAINST THE BUILDING CONTRACTOR AND THE HOMEOWNER. THE FINE BEING AN INITIAL FEE OF \$100.00 PLUS AN ADDITIONAL \$30.00 PER DAY OF VIOLATION UNTIL A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED.

IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO SEE THAT THE PROJECT IS COMPLETED IN A TIMELY FASHION AS TO ALLOW THE OCCUPANT ENOUGH TIME TO PLAN THEIR MOVE-IN DATE. THE CONTRACTOR/BUILDER IS SOLELY RESPONSIBLE FOR ANY HARDSHIP TO AN OCCUPANT/BUYER WHICH MAY OCCURE DUE TO LACK OF PLANNING OR CONSTRUCTION SETBACKS WHICH MAY AFFECT THE PROJECTED COMPLETION DATE. THERE HAVE BEEN A NUMBER OF REQUESTS FOR FINAL INSPECTIONS ON FRIDAY WITH THE INTENT TO ALLOW OWNERS/BUYERS TO OCCUPY THE STRUCTURE OVER THE WEEKEND. THIS CREATES A PROBLEM SINCE MOST STRUCTURES DO NOT PASS THE INITIAL FINAL INSPECTION, GENERATING A POTENTIAL VIOLATION.

IN ADDITION TO THE SOILS REPORTS PRESENTLY REQUIRED BY THE CITY, THERE ARE ALSO FURTHER MEASURES THAT CAN BE TAKEN TO HELP PREVENT THE POTENTIAL FOR SETTLEMENT OF ANY BUILDING. SOME OF THE ALTERNATE MEASURES WOULD INCLUDE BUT ARE NOT LIMITED TO COMPLETELY REMOVING ALL NATIVE SOILS UNDER THE STRUCTURE AND REPLACING IT WITH COMPACTED ENGINEERED FILL, OR THE USE OF AN ENGINEERED HELICAL PIERS SYSTEM INSTALLED BY A LICENSED CONTRACTOR.

ALL BACKFILL AROUND FOUNDATIONS MUST BE PLACED IN 12" LIFTS AND COMPACTED TO 90% COMPACTION.

IN ORDER TO PREVENT EXCESSIVE SETTLEMENT AND DAMAGE TO AND AROUND BASEMENT FLOORS, GARAGE FLOORS, PORCHES, DRIVEWAYS, SIDEWALKS ETC. ALL CONCRETE SHALL BE PLACED ON SOIL COMPACTED TO A MINIMUM OF 90% COMPACTION.

DUE TO NATURAL CONDITIONS AND SLOPE OF THE GROUND IN SEVERAL AREAS OF THE CITY OF SARATOGA SPRINGS, SURFACE WATER MAY OCCASIONALLY ENTER ADJACENT PROPERTIES. ISSUANCE OF THIS PERMIT DOES NOT CONSTITUTE REPRESENTATION BY THE CITY THAT BUILDING AT A SPECIFIED ELEVATION WILL SOVE SURFACE WATER PROBLEMS. PROPERTY OWNERS ARE SOLELY RESPONSIBLE FOR SOLVING SURFACE WATER PROBLEMS.

MANY AREAS IN SARATOGA SPRINGS HAVE GROUND WATER PROBLEMS DUE TO A SEASONALLY HIGH WATER TABLE. SOLUTION OF THESE PROBLEMS IS THE SOLE RESPONSIBILITY OF THE PERMIT APPLICANT AND PROPERTY OWNER.

THE WATER METERS NEED TO BE INSTALLED PRIOR TO CALLING FOR FINAL INSPECTION, IF THE METERS ARE NOT INSTALLED THE INSPECTION WILL NOT TAKE PLACE. THE UTILITY SERVICE APPLICATION NEEDS TO BE RECEIVED BY THE CITY 30 DAYS PRIOR TO FINAL INSPECTION, IN ORDER TO AVOID DISRUPTION.

I HAVE READ THE ABOVE STATEMENTS AND UNDERSTAND MY RESPONSIBILITY AS CONTRACTOR AND/OR OWNER.

HOMEOWNER: \_\_\_\_\_

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

CONTRACTOR: \_\_\_\_\_

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

LIST OF SUBCONTRACTORS

LOT NO. & SUBDIVISION: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE & LICENSE #: \_\_\_\_\_

INSPECTION E-MAIL ADDRESS: \_\_\_\_\_

List subcontractors and others proposed to be employed on the above project as required by the bidding documents. This is to be filled out by the General Contractor and returned to the City of Saratoga Springs Building Department prior to issuing the permit.

Electrical Contractor: \_\_\_\_\_

License #: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_

License #: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Heating Contractor: \_\_\_\_\_

License #: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Framing Contractor: \_\_\_\_\_

License #: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Sheet Rock: \_\_\_\_\_

License #: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Concrete: \_\_\_\_\_

License #: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Stucco Installer: \_\_\_\_\_

License #: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Siding: \_\_\_\_\_

License #: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Masonry: \_\_\_\_\_

License #: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Insulation: \_\_\_\_\_

License #: \_\_\_\_\_ Phone Number: \_\_\_\_\_

List other contractors on a separate sheet of paper

DEPARTMENT OF COMMERCE  
Division of Occupational and  
Professional Licensing  
Bureau of Investigation  
160 E 300 S  
PO Box 146741  
Salt Lake City UT 84114-6741  
Email to [jwoolf@utah.gov](mailto:jwoolf@utah.gov)  
Or Fax to 801-530-6301, Attn: Jody Woolf



OWNER/BUILDER CERTIFICATION  
and  
AGREEMENT TO COMPLY WITH THE  
CONSTRUCTION TRADES LICENSING ACT

- New Residential Construction  
 Remodel or Addition by Owner

Name of Owner/Builder: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

LOCATION OF CONSTRUCTION SITE:

Address: \_\_\_\_\_  
City, State Zip: \_\_\_\_\_  
Subdivision: \_\_\_\_\_ Lot No. \_\_\_\_\_

**CERTIFICATION**

I, \_\_\_\_\_, certify under penalty of perjury that the following statements are true and correct and are based upon my understanding of the Utah Construction Trades Licensing Act:

1. **For New Residential Construction Only.** I am the sole owner of the property and construction project at the above described location; the project described is the only residential structure I have built this year; I have not built more than three residential structures in the past five years.

**For New Residential and Remodel Construction:**

2. The improvements being placed on the property are intended to be used and will be used for my personal, non-commercial, non-public use:

3. I understand that work performed on the project must be performed by the following:

- a. myself as the sole owner of the property; or
- b. a licensed contractor; or
- c. my employee(s) on whom I have Workers Compensation Insurance coverage, on whom I withhold and pay all required payroll taxes, and with respect to whom I comply with all other applicable employee/employer laws; or
- d. any other person working under my supervision as Owner/Builder to whom no compensation or only token compensation is paid; and

4. I understand that if I retain the services of an unlicensed contractor or compensate an unlicensed person, other than token compensation, or other than as an employee for wages, to perform construction services for which licensure is required, I may be guilty of a Class A Misdemeanor and may be additionally subject to an administrative fine in the maximum of \$2,000.00 for each day on which I violate the Utah Construction Trades Licensing Act.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Signature of Owner/Builder

Subscribed and Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_, in the County of \_\_\_\_\_ State of Utah.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public