

Residential Photovoltaic Checklist

- Completed Building Permit Application
- Array mounting, module and inverter cut sheets – 2 copies
- Photovoltaic plans – 2 copies
- Complete Solar Panel Policy Acknowledgement letter signed by the homeowner and solar representative – 2 copies



Photovoltaic (solar) Panel Procedure Modification

(Effective Date 10/18/2019)

Purpose:

The purpose of this policy modification is to revise the requirements for structural engineering analysis and permitting requirements related to rooftop solar panel installations.

Policy:

The following items are required for the installation of Photovoltaic (solar) panels attached to a residential building:

1. A complete Building Permit Application that includes the following information:
 - a. Arizona State Contractors License Number
 - b. Arizona State Re-sale License Number
 - c. City of Buckeye Business License Number
 - d. Assessor's Parcel Number
 - e. Project Value
 - f. Owner Contact Information
2. Acknowledgment signed by the Photovoltaic (solar) panel Contractor and the homeowner to acknowledge responsibility for any structural inadequacy of installation and acknowledge that the City of Buckeye reserves the right to require structural engineering approval of installation when deemed necessary.
3. Two sets of plans to include the following:
 - a. Manufacturers specifications of installation
 - b. Note on plans that photovoltaic equipment shall be installed in accordance with the 2017 NEC article 690 and posted with applicable warnings, signage and plaques per 2017 NEC article 705-10, 690-31, 690-56, and 2012 IFC section 605.11.
 - c. DC disconnect required prior to inverter per City of Buckeye standard.
 - d. Integrated disconnect not acceptable as a primary means of disconnect of inverter.
 - e. Show all dimensions to include distance from roof surface to top of panels, distance from ridge to top of panels, panel tilt angles, parapet heights and roof slopes, as well as clear space from panels to roof edge.
 - f. Cut sheets for all equipment, conduit and wiring.
4. A site and/or plot plan (showing where the house is located on the site, building setbacks, etc.) and location of roof mounted panels.
5. Electrical layout with one-line and three-line diagrams to the main service.

6. The Photovoltaic (solar) panel installer will be required to request an inspection of the installation. Typically, one final inspection is conducted; however, actual inspections may vary depending on the project. Please note that the required inspections of the panels, wiring, combiners and other components will require inspector access to the roof, interior attic space and various exterior locations. The City will not require a Structural Engineer inspection and certification, unless during the inspection conditions are found that warrant structural analysis, such conditions may include:
 - a. Obvious inadequacies of roof truss system.
 - b. Modification of original roof truss system.
 - c. Substandard installation of solar equipment with respect to roof truss system.

7. Safety requirements for inspections:
 - a. Provide locks or lockout/tag out procedures after combiner(s) panel is wired.
 - b. Provide ladder for roof top inspection and for combiner panel location in attic.



 George Flores, Development Services Director

 October 23, 2019
 Date

 Homeowner Acknowledgement

 Date

 Solar Representative Acknowledgment

 Date

 Property Address