



SOLAR PANEL CHECKLIST

Electronic Checklist

Please note that plans must be drawn to scale
All applications that include plans larger than 11x17
must include a disk with all plans and submittal documents saved as PDF files

Note: This checklist is considered part of the application.

- 1. Completed Application and include one of the following signature requirements:
 - Landowner Signature
 - Power of Attorney
 - Signed contract between contractor and landowner
 - Landowner Representative Affidavit (if applicable)

- 2. Provide the following required Virginia State Contractors License:
 - Contractor Class A/B/C License
 - Electrical License-A/B/C
 - Electrical Tradesman License and Statement
 - Landownership Affidavit if landowner is performing any of the work him/herself

- 3. Two (2) complete sets of Building Plans

Ground-Mounted Solar Panels

In addition to the documents listed above, Ground-mounted solar panels will require the following:

- Two (2) Plot Plans
 - Are the proposed solar panels included on the provided plot plan? **YES or NO**
 - Are the set back distances from the solar panels to the property lines noted on the provided plot plans? **YES or NO**
 - Are the front, sides and rear yards marked on the provided plot plans? **YES or NO**
 - Plan show any easements (i.e. Civil War Trust, Conservation, etc.) **YES or NO**

- If the property is located on a well and drainfield then a Residential Well-Drainfield Affidavit is required

Applicant's Signature

Date

If you have any questions, please contact the Permit Intake Office at (540)507-7222.

**ITEMS NOT PROVIDED ON THIS CHECKLIST WILL INCREASE THE TIME IT
TAKES TO OBTAIN A PERMIT.**