



SOLAR PANEL CHECKLIST

Non-electronic for 11x17 plans or smaller

Please note that plans must be drawn to scale

If they are larger than an 11x17 sheet of paper, please refer to the electronic checklist

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. Three (3) complete sets of Building Plans

Ground-Mounted Solar Panels

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

- Three (3) 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.**