



RESIDENTIAL SOLAR PANEL SUBMITTAL CHECKLIST

PLANS

- Site Plan – drawn to scale, with site address, design wind speed, and exposure
- If located on roof, Roof Plan
- If freestanding solar structure, Structural Plan
- If net metering, Production Meter must be shown on the one-line drawing

DOCUMENTS

- Signed Application Form
- Manufacturer's installation instructions for 97 mph = V wind speed (see [Design Loads](#)) or engineering
- Product Specifications
 - Photovoltaic panels and modules shall be listed and labeled in accordance with **UL 1703**.
 - Inverters shall be listed and labeled in accordance with **UL 1741**.
 - Systems connected to the utility grid shall use inverters listed for utility interaction.
- Engineering required, if total dead load of modules, supports, mountings, raceways, and all other appurtenances weigh more than 4 pounds per square foot
- Signed [OTC Building Permit Checklist for Residential Solar Photovoltaic Systems Form](#)
 - Enter total dead load of system (lbs/ft²) (must be $\leq 4^2$ lb/ft)
- Signed [OTC Electrical Permit Checklist for Residential Solar Photovoltaic Systems Form](#)

TIPS FOR SUCCESSFUL SUBMITTAL

- Follow [Naming Standards](#)
- Follow prescribed format; leave a [blank area usually in the upper right corner](#) for the Approval Stamp