

## **SOLAR PERMIT CHECKLIST** **FOR RESIDENTIAL PHOTOVOLTAIC (PV) SYSTEMS**

*The following checklist should be used to organize your application.  
Please mark each item to verify it is included with your submittal.*

### **APPLICATION DOCS**

Note: For proposed installations(both roof and ground mount systems) within the Town of Hillsborough, please begin by contacting the Hillsborough Zoning Department to see if zoning approval or an Historic Certificate of Appropriateness (COA) will be required.

- Phone: 919-732-1270; [Webmail](#)

For **Rooftop** solar installations:

Get a letter from a licensed design professional (architect or engineer) certifying that your roof can support a PV system.

Then fill in Orange County's [Simple Electrical, Mechanical & Plumbing Permit Application](#)

- Leave the PERMIT # line blank. This will be filled in by County staff.
- The TMBL/Parcel # (PIN) can be found on [Orange County Interactive GIS Mapping Systems](#)
- The Solid Waste Management Recyclable Material Permit Application is required.
  - Guide to application available [here](#)

Fee schedule:

- Base fee calculated based on amperage of PV system (\$100 minimum).
- \$15 plan review fee
- Solid waste/Recyclable Materials fee is 5% of total of other fees.
- Example: Fees on a 5kW system will cost approximately \$111

Submit permit application and required documentation to:

- Orange County Planning & Inspections located in the Orange County West Campus Office Building, 131 W Margaret Lane in Hillsborough, North Carolina.

Installation

Verification - Orange County Inspections will verify that all work was completed according to plan.

For **Ground mount solar** installations, or **if you have to modify the roof**, you must go through the full residential permit process:

[Documents Required List and Application](#): review and print to fill out.

In general, complete all pages that state: "*Required For All Projects*" filling in all fields that are relevant for your project. Specific form-by-form guidance below:

- General Information Sheet: Required
- Zoning Permit Application: For ground-mount systems only
  - Solar panels are considered impervious surfaces
  - Residential solar is considered an accessory use
- Project Information: Question 1 - check "Other" and fill in system type; Question

2 - roof frame material (N/A for ground-mount); Question 9 - cost of PV system work; Question 10 - check "Other" and fill in system type; Question 11 - utility provider; Question 12 - if applicable; and Question 13 - for roof-mount only, do not include cost of electrical work; Disregard #13 A, B, and C.

- Contractor Information Sheet: Electrical contractor information and signature is required.
- Impact Fees: Impact fees do not apply as solar is considered an accessory use.
- If project is over \$30,000 (total project, including PV system and any structural work) you need to have a licensed contractor OR If a homeowner wishes to do the work themselves or serve as a general contractor, the following forms must be completed:
  - Owner Exemption Affidavit is required if owner is project contractor.
  - Affidavit of Workers Compensation Coverage is required.
  - Note: If owner is serving as contractor, he/she must be present for all inspections. If there are two owners listed on permit application, both must be present.
- Mechanics Liens (designated lien agent) is required if property is not owner-occupied and the project is \$30,000 or greater ([Lien Holder Certification](#) provides step by step instructions for the homeowner to complete for generating the required QR code, including property owner information and a \$25 fee.)
- If ground-mount PV construction with land disturbance of > 10,000 sq ft land disturbance refer to Erosion Control FAQs and Threshold Table
- Solid Waste Management Recyclable Material Permit Application is required
  - Guide to application available [here](#)

#### [Building Inspection Fees](#)

- Base fee calculated based on amperage of PV system (\$100 minimum).
- \$15 plan review
- \$75 Electrical
- \$10 Homeowner recovery fee when licensed contractor is doing the work.
- Solid Waste/ Recyclable Materials fee is 5% of total of the other fees.
- Example: Fees on a 5kW system will cost approximately \$210

Submit permit application and required documentation to:

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Installation

Verification - Orange County Inspections will verify that all work was completed according to plan.

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Questions: [Ask an Inspector](#) or call Orange County Building Inspections: (919)245-2600 or (919)245-2601

Permit review time is usually 10 days. Permit applicants are encouraged to call to check on status if they have not heard back in 10 days for simple permit or 14 days for the full residential permit.