

PLANNING & INSPECTIONS DEPARTMENT
Michael D. Rettie, Chief Building Official

Building Inspections
(919) 245-2600
(919) 644-3347 (FAX)
www.orangecountync.gov



131 W. Margaret Lane
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P. O. Box 8181
Hillsborough, NC 27278



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 a Zoning Compliance Permit or an Historic Certificate of Appropriateness (COA) will be required.

- Phone: 919-732-1270; [Webmail](#)
- **For roof mounted Photovoltaic array installations:**
 - Fill out the [Electrical/Mechanical/Plumbing Permit Application](#)
 - Please identify which “Option” this project will use; see link for information about these options and the necessary documentation to be provided: <https://www.ncosfm.gov/media/897/open>
 - If the array does not meet one of the three exemptions listed: please provide a letter from a licensed design professional (architect or engineer) certifying that your roof can support a PV system. If repairs or work is needed to support this array, DO NOT use this application, see Ground Mount solar installation for requirements.
 - Leave the PERMIT # and TMBL / Parcel # (PIN) line blank. Administration staff will fill this in.
 - Complete all applicable parts of this application to include the project description and “value of project”.
 - The Applicant and Contractor(s) must provide original signatures (only DocuSign signatures will be accepted for electronic submissions).
 - The Solid Waste Management Recyclable Material Permit Application is required. Refer to that application for information needed.

Fee schedule:

- Permit fees are calculated based on amperage of PV system and current schedule, at permit application processing. Once Permit is processed and ready for issue, you will be able to pay the permit fees by phone, call (919) 245-2600 using a credit card.
- Submit completed 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 27278.
 - or email all documentation to: ocinspect@orangecountync.gov

Installation Verification:

- Once Permit is issued: Orange County Inspections will verify that all work has been completed according to submitted construction documents, the current edition of the National Electrical Code and project plans. See Examples of [approved installation practices](#) per NC Office of State Fire Marshal.
 - The inspection(s) is scheduled by calling (919) 245-2600, providing the permit number and identifying what inspection is being requested. All inspections are scheduled for the next business day.
 - If interruption of power is expected a “restore power” inspection will need to be scheduled and any specific time needed for inspection must be coordinated with the Building Safety Official who will perform the inspection.
 - Upon completion and issuance of the Certificate of Compliance the identified Utility Company is notified that the bi-directional meter is approved for energization.

For Ground mount Photovoltaic array installations (or if you have to modify the framing of a roof-mounted system): you must submit the: [Residential Permit application](#)

See cover sheet for information and documents needed for submitting this application.

NOTE if property has a well and/or septic system an [Environmental Health Permit application](#) will need to be submitted. Contact (919) 245-2360 with any questions.

In general, complete all pages that state: “Required For All Projects” filling in all fields which are relevant for your project.

Specific form-by-form guidance:

- General Information Sheet: required
- Zoning Permit Application: required for ground-mount systems only
 - Solar panels are considered impervious surfaces
 - Residential solar is considered an accessory use
- Project Information:
 - Question 1- check “Other” after “addition” and fill in system type;
 - Question 2- roof frame material (N/A for ground-mount);
 - Question 8- cost of PV system work;
 - Question 9- check “PV” and fill in check boxes that apply;
 - Question10- utility provider;
 - Question11- if applicable;
 - Question12-, do not include cost of electrical work entered on question 8); Disregard # 12A, B, and C.
- Contractor Information Sheet:
 - Electrical contractor information and signature is required.
 - If project is over \$30,000 (total project, including PV system and any structural work) you need to have a licensed General Contractor, signature is required.
 - If a *property owner wishes to do the work themselves or serve as the General Contractor, the following forms must be completed:
 - Owner Exemption Affidavit is required if owner acts as General Contractor.
 - Affidavit of Workers Compensation Coverage: required.
 - Mechanics Liens (designated lien agent): 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.)
- *Note: If owner is serving as General Contractor, he/she must be present for all Inspections (not just building related).

- If ground-mount PV construction includes land disturbance, refer to Erosion Control FAQs and Threshold Table (pages 13 and 14), an application may be required.
- Solid Waste Management Recyclable Material Permit Application: required

Permit Fee schedule:

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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 27278.
- or email all documentation to: mahernandez@orangecountync.gov

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Questions? Submit them to [Ask an Inspector Orange County, NC](#)

or call Orange County Building Inspections (919) 245-2600 to be transferred to someone who can answer your specific questions.