



BUILDING INSPECTION DEPARTMENT

970.668.3170 ph | 970.668.4255 f

www.SummitCountyCO.gov

BuildingInspection@SummitCountyCO.gov

0037 Peak One Dr. | PO Box 5660

Frisco, CO 80443

Photovoltaic Systems Permitting Information

The following is a brief outline of policy and procedures necessary for the issuance of permits for a photovoltaic (PV) system.

Required Permits and Applications

- A *photovoltaic permit* is required for all PV systems installs. All applications must be submitted in person. This permit is required in addition to any existing building permits issued.
- For 15kw systems and smaller, installed on the rooftop of a dwelling or residential accessory structure the permit is issued over the counter if all material required is submitted. For all other PV permits a plan review is required.
- Applicant will use the [Photovoltaic Permit Application](#) available on our webpage under Building Permits> [PV Permit Application](#)

Additional Required Documents

All rooftop single family residential systems 15 kw and less will require an over-the-counter plan review. The submittal review will determine if the plans will need to be submitted for a more detailed review. One set of construction documents are required. The plans shall include:

- *For roof-mounted:* a roof site plan, engineer-stamped letter confirming roof and wind loads
- all product specifications, inverter details, rack connections
- an engineer-stamped one-line or three-line electrical diagram.

All systems larger than 15kw proposed for single family residential, any systems with batteries, all pole-mounted/ground-mounted or commercial systems require a plan review.

- *For pole-mounted/ground-mounted:* a site plan with property lines and setbacks
- *For roof-mounted:* a roof site plan, engineer-stamped letter confirming roof and wind loads
- all product specifications, inverter details, rack details and connections
- an engineer-stamped one-line or three-line electrical diagram.

Contractor Registration

The *photovoltaic* system installer must be registered with Summit County as an alternative energy contractor. Proof of NABCEP (PVIP or PVIS) certification is **required** (see [Contractor Registrations](#) on webpage).



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If the alternative energy contractor has an electrician on staff, the electrical contractor license and master electrician license must be provided with the alternative energy contractor's registration, and the master electrician must be listed as a staff member.

If the electrical contractor is a sub-contractor, applicant must provide their information at the time of submittal and the electrical contractor must be registered with Summit County for issuance.

Permit Fees

The permit fees for the over-the-counter 15kw and smaller residential will be based on the total valuation of the system, with no plan review fee assessed. Fees shall not exceed \$400.

The permit fees for photovoltaic permits with plan review will be based on the total valuation of the system. Fees (plan review plus permit) shall not exceed \$500 for residential and \$1000 for commercial projects.

The above information is based on our [Fee Schedule](#), also available on our webpage.

Submittal Process

- All submittal documents and plan revisions must be brought to our office, in person, at 0037 Peak One Dr., Frisco, CO 80443. We do not accept emailed or mailed documents.

Submittals for 15kw and smaller systems installed on a rooftop of a dwelling or accessory structure.

- Photovoltaic permit submittal documents will be reviewed between the applicant and the permit technician to ensure the presence of all required documents. Please review our [checklist](#) available on the County website.
- The review will determine the eligibility to issue the PV permit or require an additional review.
- The admin staff will take fees and issue the PV permit approved to be eligible for an over-the-counter permit.

All other systems sized larger than 15kw proposed for single family residential, all pole-mounted/ground-mounted or commercial systems shall require a plan review.

- Photovoltaic permit submittal documents will be briefly reviewed between the applicant and the permit technician to ensure the presence of all required documents.
- After the permit technician's review, the admin staff will provide the alternative energy contractor with a sign-off card to bring to the associated fire district for project review. The completed sign-off card is to be returned to the Summit County Building Department before the photovoltaic permit can be issued.



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Review Process

For all PV permits not eligible for an over-the-counter permit, once All required documents are submitted and plan review fee paid, Summit County Building Department will review the documents within ten business days from the day following submittal.

- If there are comments, they will be emailed to the contact listed on the application. Plan review will proceed once comments are addressed by the contact.
- If there are no comments, the permit application will be approved and the contact will be emailed by the permit tech. This email will state any remaining items required for issuance.

Permit Status

To check your permit status, please log on to your [eTRAKiT](#) account, link permit number and view status of permit. If you have any questions call/email the building department at 970-668-3170 or buildinginspection@summitcountyco.gov

Permit Application Expiration

- Photovoltaic and electrical permit applications expire 180 days after the date of application.
- Photovoltaic and electrical permits expire 6 months after the date of issuance.

Scheduling an Inspection

- All inspections are scheduled online by the contractor using [eTRAKiT](#) (see the [Inspections](#) area of our web page). There is a brochure available for first-time users.
- Inspections are completed on the requested date, as long as the request was made prior to 7am of the date requested.
- Contractors should schedule a “rough electrical” inspection if any there is any electrical work that will later be concealed.
- When ready for final, the AE contractor should schedule a “final electrical” inspection through [eTRAKiT](#).

****As required by Colorado Revised Statutes, carbon monoxide alarms are required to be installed in single family and multi-family dwelling units when any project requiring a permit (Building, Plumbing, Mechanical, Electrical) is done on the property.****