

Solar Photovoltaic (PV) System Permitting Checklist

Pulaski County is a proud member of the SolSMART Initiative. We support solar development in our community. This checklist was designed to provide you with transparent and well-defined information on items required for a complete Solar Permit Application. We provide a streamlined review time for solar PV and when conditions are normal we will review the complete application within three (3) business days of receipt.

Completed solar permit applications and required information can be hand delivered, mailed or e-mailed to us at the Building Department, 143 Third Street, NW, Pulaski, Virginia 24301 or buildingdept@pulaskicounty.org Below are the items which are needed for a complete solar permit application.*

	All solar projects should use the Solar Permit Application form available online . Complete the form and make sure that state licensed contractor information is shown. There is no need to submit other permit applications, just use this one form for solar.
	All solar permit applications shall submit construction drawings that show; pv array configuration, wiring system, overcurrent protection, inverter, disconnects, required labels and signs, electric line diagram, wiring calculations, AC connection to building and attachment detail for roof mounted or footing details for ground mount arrays.
	All solar permit applications shall submit the specification sheets and installation manuals for all manufactured components including, but not limited to, PV modules, inverters, combiner box, disconnects and mounting systems.
	A rooftop solar array will require an engineer statement of structural analysis of the roof and/or detailed roof structure plans that meet solar equipment load standards.
	A ground mount array will require the one page Zoning New Structure Permit Application and Site plan. Submit this with the Building Department paperwork. Zoning forms are available at the Planning Department webpage . Rooftop arrays do not require a zoning permit.
	Ground mount arrays will require a plan sheet showing the structural details of the ground mount array components, footing depth and attachment. Show materials and/or specifications for pre-fab units that meet wind and snow loads.
	Optional- If the landowner chooses to participate in the tax exemption program, they shall submit the Solar Equipment form available at www.pulaskicounty.org/commissioner-of-the-revenue.html

*Utility Scale Solar Projects do not apply. Please call the office to discuss utility solar.

The entire Building Permit Fee Schedule is available at the [Building Department Website](#). Solar Permit fees include;*

- A \$25 Zoning Permit Fee for Ground Mount arrays only. No zoning for rooftop systems.
- A \$50 Electrical Trade Fee Applies to all solar projects. Plus a 2% State levy of this fee.
- A valuation fee applies to all solar projects. \$30 for the first \$1000 of the value of the equipment and labor of the project + \$5 for each additional \$1000 in value. Plus a 2% State levy of this fee.
- Example = A rooftop system valued at \$30,000 will be charged a building permit fee of \$229.50
 (\$30 for the first \$1,000 in value + \$145 (29x\$5) for the remaining \$29,000 in value) + (\$50 trade fee) = \$225
 The state levy on \$225 is \$4.50 (\$225x.02) = \$229.50

General Workflow = 1) Contact Appalachian Power (AEP) to obtain a work order number for the disconnect/reconnect of your system **2)** Submit Complete Solar Permit Application **3)** Application Review **4)** Permit Tech Notifies you of fee, arranges payment, and the delivery of permit **5)** System Install **6)** Call for inspection **7)** Inspection **8)** Successful inspection and Building Dept notifies AEP of proper installation **9)** AEP Connection **10)** Enjoy the benefits of solar energy.

Our staff is committed to assisting you. Feel free to call us or email us to check on application status, to schedule inspections or for any other concern or question . 540-980-7710 or buildingdept@pulaskicounty.org

We are open 8 AM to 5PM Monday – Friday. Our office is located at 143 Third Street, NW in the Town of Pulaski. <http://www.pulaskicounty.org/building-department.html>

Please note: Once the permit is issued, an inspection must be scheduled within 6 months of that date to keep the permit active. Failure to make progress on the project and schedule an inspection may cause a permit to expire.