



City of Buhl

Building Department

203 Broadway Ave N Buhl, ID 83316

Phone: 208-543-5650

Fax: 208-543-2884

www.cityofbuhl.us

PHOTOVOLTAIC PROJECT PERMIT APPLICATION

PROPERTY OWNER OF RECORD	
Name:	
Address:	
Zip:	
Phone:	
Email:	
Is the property owner doing the construction?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

CONTRACTOR/MANAGER	
Name:	
Address:	
Zip:	
Phone #:	
Email:	
License #:	
Expiration:	

Contact Idaho Power before starting a solar project regarding the net meter application. Contact Scott Gates at 208-888-2518 or sgates@idahopower.com or netmetering@idahopower.com.

Separate applications are required for electrical, mechanical, and plumbing work—these additional permits have their fee schedules. Contact the Idaho Division of Occupational & Professional Licenses (IDOPL) at <https://web.dbs.idaho.gov/etrakit3/> or 208-334-3233.

Idaho Power will also conduct a system test after passing the State electrical inspection.

The City of Buhl oversees structural building permits. If submitting a printed copy of the application, include one set of site plans to scale. Electronic submittals of the permit application and site plan must be sent as a packet to jazmine.m@cityofbuhl.us.

FREQUENTLY ASKED QUESTIONS

- What Inspections are needed?
 - Rough In (called at the midpoint of installation)
 - Final
- Who can install photovoltaic panels?
 - Panels and modules must be installed by a certified contractor. The State of Idaho requires a licensed electrical journeyman to complete the installation beyond the converter box/AC combiner box.
- How much is a solar permit?
 - The cost depends on the project value for your specific project.
See our fee schedule for additional information.

To schedule an inspection: call or text with as much notice as possible.

Buhl Building Inspector

Jon Laux

208-390-0228

PROPERTY INFORMATION

1. Parcel #: _____
(i.e. RPB0S00E000000—obtained on your tax information or from the County Assessor’s Office)

2. Subdivision: _____ Block #: _____ Lot #: _____
3. Section: _____ Township: _____ Range: _____

4. Project Address (if known): _____

5. Project Type: Residential Commercial Industrial

6. Scope of work: _____

7. Estimated Value: _____

8. Person to notify regarding the permit: _____
9. Contact Phone #: _____

I am applying for a permit to perform the work described above.

I confirm that I have carefully reviewed this application and certify that all the information provided is accurate and complete.

As the applicant, I understand that it is my responsibility to ensure that all work, materials, and inspections comply with the State and City codes, ordinances, and Building Department regulations before they are used or occupied.

I agree that the work outlined in the plans and specifications will be carried out per the relevant regulations.

Signature of Contractor/Authorized Agent

Date

Signature of Owner (if owner-builder)

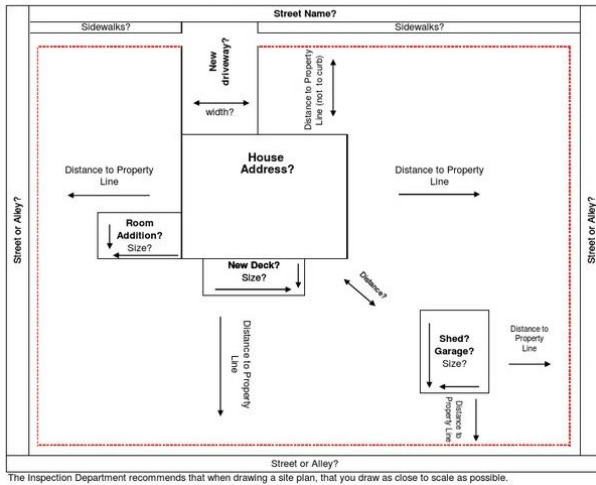
Date

PHOTOVOLTAIC BUILDING PERMIT CHECKLIST

SITE PLAN:

- Provide a complete site plan clearly showing the Photo Voltaic Array (PVA) location and layout.
 - Electrical equipment—Show the location of the PVA (ground arrays or roof arrays), electrical service, sub-panels, back-fed panels, disconnects, inverters, battery backup systems, outside conduit routes, all associated electrical equipment, main structure, and accessory structures.
 - Rapid Shutdown—indicate the location of the required Rapid Shut Down Device per NEC 690.12

How to Draw a Basic Site Plan

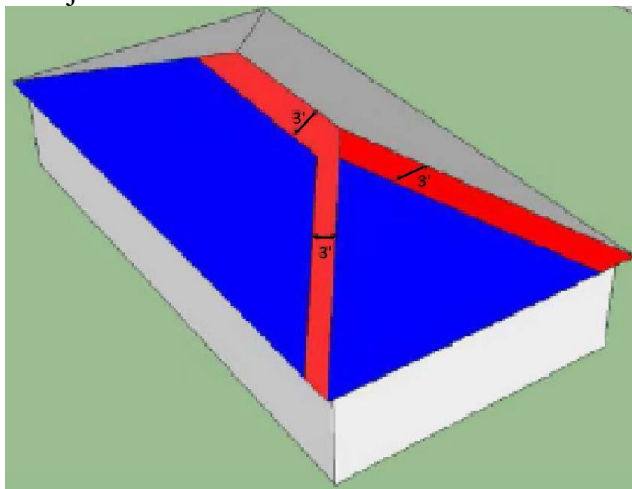


Illustrate the project's location concerning the street, house, and any open space or pathways on a minimum of 11" x 17" paper; including parcel boundaries and existing structure(s).

ROOF PLAN

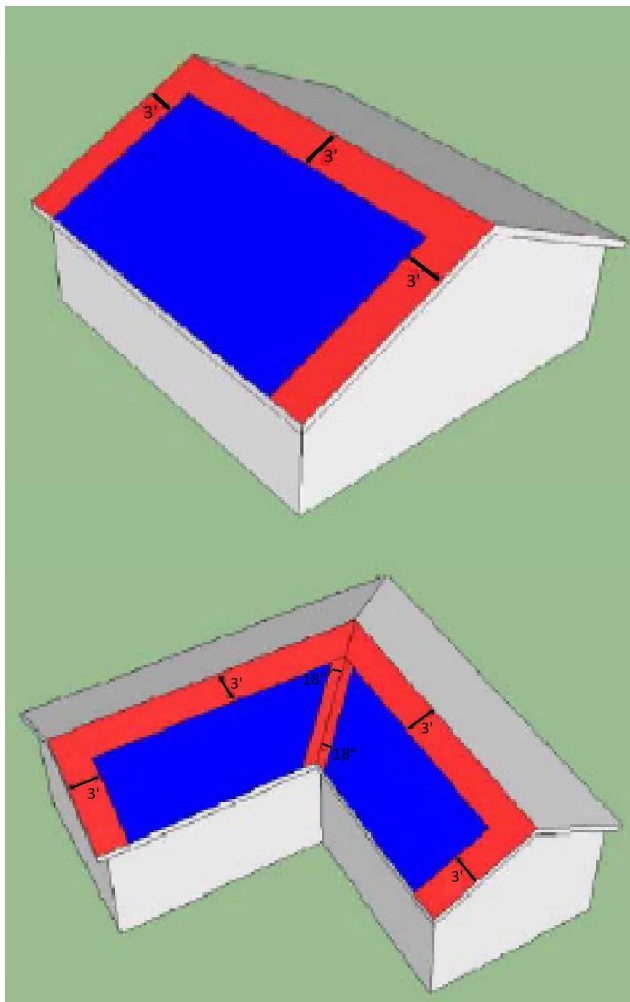
- Provide dimensions from PVA to roof ridges, valleys, hips, and lateral edges of the roof, with required setbacks. Represent on the roof plan, the required roof access, pathways, and setbacks based on the latest version of the adopted codes.

If the specified clearances don't work for your roof, we can grant approvals on a case-by-case basis to adjust them if access is available elsewhere.



Hip Roofs

– 3' wide clear access pathway from the eave to the ridge on each roof slope where panels or modules are located



Single Ridge Roofs

– Provide two 3' wide access pathways from the eave to the ridge on each roof slope where panels or modules are located.

Hip and Valley Roofs

– When installing panels or modules on both sides of a hip or valley that is of equal length, the panels can be placed directly adjacent to the hip or valley, but not closer than 18".

STRUCTURAL ANALYSIS

- Provide a complete roof structural analysis stamped by a licensed Idaho Structural Engineer, based on the International Existing Building Code, Article 1103.1, Additional Gravity Loads. Provide framing details of required structural improvements based on the engineering recommendations, when required.

ONE-LINE DIAGRAM

- Provide a comprehensive One-line diagram showing all the electrical circuitry from the service to the Photo Voltaic Array (PVA). This will be a comprehensive sheet based on the NEC, Article 690, and will detail the following relevant sections: I General Requirements, II Circuit Requirements, III Disconnecting Means, IV Wiring Methods, V Grounding, VI Marking, VII Connection to other Sources, VIII Energy Storage Systems.
- Point of Connection - Indicate the type of Point of Connection used, Line Side or Load Side, and provide a complete load calculation analysis per NEC 705. The service gear must be represented accurately and the Point of Connection represented on the Line Diagram.
- System Type - Indicate the type of system proposed, a micro inverter, or string inverter, with or without battery backup.
- Stationary Storage Battery Systems - If battery backup is proposed, indicate the kwh values of the battery systems, and provide all manufacturers' information. Provide details for equipment UL listing, equipment installation, and electrical installation, ventilation, and protection requirements for Stationary Storage Battery Systems.

- Wiring Methods - Indicate the appropriate wiring methods used per the requirements of NEC Article 300 and 690.31. Specify the AC wiring methods proposed inside and outside the structure and specify the wire management system used for DC wiring.

EQUIPMENT SUBMITTAL

- Provide complete manufacturer equipment submittals showing all related Listed Photo Voltaic Equipment, Structural Racking, and Grounding systems used. Include all manufacturers' information, specifications, installation requirements, and UL listings for ALL submitted equipment.

PICTURES OF EXISTING SERVICE EQUIPMENT

- Provide pictures of existing service equipment with all covers and dead fronts on, and with covers and dead fronts off at the main service switch. Pictures must clearly show the existing wiring within the enclosures. Provide pictures of equipment data labels within the enclosures. Pictures must be provided by a qualified individual and the safety approach limitations and PPE requirements of NFPA 70E must be observed. Observed code violations of existing service at the time of Plan Review or Inspection will be required to be corrected before a Certificate of Competition is granted.
- A new service may be required at the time of Plan Review based on the level of code compliance and serviceability of the existing service equipment. If a new service is required, provide specifications sheets for the proposed service equipment.

REQUIRED SIGNAGE

- Provide examples of the required signage for the PVA installed per NEC 690 and 705.

OFFICE USE ONLY	
Plans Reviewed By: _____	Plans Approved by: _____
Zoning Approved by: _____	Pick-Up Notification: _____
Signature of Building Official _____	Date _____
PERMIT FEES	
Valuation of Work:	\$ _____
Permit Fee:	\$ _____
Plan Check Fee:	\$ _____ (25% of permit fee)
Copies:	\$ _____
Total Fees:	\$ _____
Date Paid: _____	Applicant received the approved permit & plans via:
Collected By: _____	<input type="checkbox"/> In-person <input type="checkbox"/> Email
