

Solar Photovoltaic (PV) System Permitting Checklist

The pre-submittal checklist below contains the minimum information and project plan details required to be submitted to the City of Lancaster when applying for a permit to install a residential and commercial solar photovoltaic (PV) system.

Codes and Design Criteria

The City of Lancaster has adopted the following codes: 2017 National Electrical Code for residential and commercial buildings, the 2017 Ohio Building Code for commercial buildings, and 2019 Residential Code of Ohio for residential buildings.

The following local design criteria should be used:

Snow Load	Wind Speed	Frost Depth	Winter Design Temp.	Soil Bearing Capacity	Air Freezing Index
25 lb./Sq. ft	115 MPH	32 in.	5° F	1,500 lb./Sq. ft	1,351

Required Permits

A permit must be obtained prior to the start of any work. Complete the following permit application form and submit any additional required documents.

Residential and Commercial Solar PV System Permit (residential instructions on page 2):

- ☐ [Application for Plan Review and Building Permit](#)

Additional Required Documents

- ☐ Site Plan
 - Site plan should show the location of major components on the property. The site plan drawing need not be exactly to scale, but should represent the relative location of components at site. Site Plan form linked [here](#).
 - For residential projects, two (2) sets of site plan drawings must be submitted.
 - For commercial projects, four (4) sets of site projects must be submitted.
- ☐ Electrical Diagram (*From contractor*)
 - Electrical diagram/worksheets should show PV system configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, and AC connection to the building.
- ☐ Specification sheets and installation manuals (if available)
 - Provide spec sheets and manuals for all manufactured components including, but not limited to, PV modules, inverter(s), combiner box, disconnects, and mounting system
- ☐ Letter confirming load bearing capability of roof for solar installation sealed by the Ohio Board of Engineers if installing on roof.
- ☐ If in [Historic District](#): Certificate of Appropriateness required. Application located [here](#). Be sure to include project specifications with a site plan.
- ☐ If in [flood plain](#): Development permit required. Application located [here](#). Be sure to include project specifications with a site plan.

Contractor Requirements

For commercial solar projects, all contractors must be licensed through The Ohio Construction Industry Licensing Board (OCILB). Both commercial and residential solar projects require all contractors to be registered with the City of Lancaster.

Permit Fees

Example of fees and total cost for a residential solar permit application.

Residential Fees	Cost
Plans Exam Fee	\$80.00
Electrical Permit	\$188.68
Sub Total	\$268.68
x 5% Zoning Fee	\$9.43
x 1% Board of Building Standards fee	\$1.89
Sub Total	\$280.00*

*\$100.00 non-refundable deposit due with permit application. Complete fee information can be found in the fee schedule located [here](#).

Submit Permit Application

Permit applications may be submitted via email to building@ci.lancaster.oh.us, submitted in person or mailed to the Lancaster City Building and Zoning Department. Payment may be made by cash, credit card (with processing fee), or check addressed "Lancaster City Treasurer". Full balance due when you pick up the permit at time of approval. \$100 non refundable due at submittal.

Review Process Timeline

The Building and Zoning Department is committed to providing a timely review of solar PV permit applications. Completed residential permit applications will be reviewed within two weeks of submission. Completed commercial/nonresidential permit applications are reviewed within 30 days.

Permit Expiration

All permits expire twelve months after the date of issue and work must commence during this twelve-month period. Two extensions may be granted for six months each if requested by the owner at least ten days in advance of permit expiration. Once work begins, noticeable progress must continue until completion. If work is delayed or suspended for more than six months, the permit will be rendered invalid.

Scheduling an Inspection and the Inspection Process

To schedule an inspection please call the Building Department at (740) 681-5018. Typically, inspections are completed within one business day after scheduling, but will always be completed within three business days. Inspections are conducted between 8:00 am – 3:30 pm. After hours inspections are offered for an additional fee.

A residential roof mounted solar PV system generally requires 1 inspection visit which will cover:

- Final building inspection
- Final electrical inspection

Review solar PV system inspection requirements on the City of Lancaster Solar webpage.

If you have any questions prior to starting work, consultations are offered. Please call (740)-681-5081.

Contact Information

- Office Email: building@ci.lancaster.oh.us
- Office Phone Number: (740)-687-6649

Address

121 E. Chestnut Street, Lancaster, Ohio 43130

Hours of Operation

Office & Permit Counter: 7:30 am- 4:00 pm