



Linn County Planning and Development Photovoltaic Installation Plan Review Checklist

Within three (3) business days, Planning & Development Department staff will endeavor to review all photovoltaic solar array permits under 15 kW in size, and contact the applicant with approval, a request for more information, or rejection. Review of solar array permits over 15kW may take longer than three (3) business days to complete.

In order to process your permit application in an expeditious manner you must provide all required information regarding your proposal. *Incomplete applications will take significantly longer to process.* If you have questions please contact us using the information provided at the bottom of this sheet.

The following information will be required:

- A Building Permit Application and an Electrical Permit Application
- The installing contractor name, license type, and number
- An application fee (required with all applications and also serves as the price of the permit)

A complete application for a solar PV system will include:

- A permit application with:
 - The location of the proposed installation
 - Structural analysis of roof systems with framing member spacing of MORE than 24 inches center to center
 - Information about the mounting system that will be used to construct the array
 - Any zoning related information that may impact the installation
- A to-scale site plan showing:
 - Equipment locations
 - Types of panels and inverters
 - Types and sizes of conduits and conductors
 - Lengths of runs
 - A grounding diagram showing electrodes and grounding electrode conductors

- A wiring diagram showing
 - All circuitry
 - Equipment
 - Fusing
 - Points of connection
 - Disconnects
 - Array wiring
 - Equipment grounding
- Cut sheets and instruction manual for the inverter with the applicable model numbers highlighted and the UL or comparable listing noted.
- Cut sheets for the PV modules, which need to include V_{oc} rating, P_{MAX} , maximum series fuse rating, voltage at P_{MAX} and current at P_{MAX} .
- Cut sheets on batteries, if applicable, and connection diagrams with cable sizes.
 - Identify:
 - Battery fusing and fuse holders
 - Amp hour of battery bank
 - Charge capacity of charge system
 - Details for battery storage and venting
- Identify wire types and connectors of all cables.
- Provide details for array mounting and engineering for the supporting structure.
- Verify the ability of PV system installed on three phase supplied systems to cease to export power on loss of voltage in any phase.
- Show all warning signs and their locations.

Ensure that all required materials have been completed and compiled and submit them.

Construction documents are required to be submitted in pdf format. Plans shall include dimension lines or be drawn to scale. Provide sufficient information for the building official to ascertain the scope of the project. Plans shall also allow for digital signatures and mark-ups. Online submittal is preferred. Plans can be submitted via the [Permit Application Portal](#). In-person submittal is available by appointment, call 892-5130 to schedule.