

# Photovoltaic Solar Install Permit Submittal Checklist

Applications for **Photovoltaic Solar Install** projects such as residential and commercial photovoltaic solar installs are reviewed by the Building and Inspection Services Division for compliance with applicable ordinances and design criteria and are required to be approved prior to issuance of a building permit. The following list of documents or information is required at the time of submission of application for permit:

- Completed City of Wheat Ridge **Permit Application** form containing the following:
  - Property owner name, address and contact information
  - Contractor and subcontractor information (*A contractor currently licensed with the City of Wheat Ridge, possessing a minimum Class 3 license, is required at the time of permit issuance unless all work is performed by the property owner and that owner resides at the property currently and for a minimum of year from the date of completion of the project*)
  - Detailed description of work to be performed
  - Contract value of all work to be performed
  - Printed name and signature of individual submitting application
  
- Two (2) sets of minimum **11" x 17" construction plans** containing:
  - Site layout plan and installation with pathway information as per IFC
  - **Equipment Specifications** for the system being installed
  - **Engineer's Letter** for roof mounted systems

**\*\*For Commercial Installations Only – A proof of submission form must be completed by the Fire Department having jurisdiction, and submitted with the application and plan submittals. Applications without the proof of submission form filled out by Fire will not be accepted.\*\***

**\*\*APPLICATIONS THAT ARE INCOMPLETE OR LACKING SUBMITTAL DOCUMENTS WILL NOT BE ACCEPTED BY THE BUILDING DIVISION.\*\***



**Building & Inspection Services Division**  
 7500 W. 29<sup>th</sup> Ave., Wheat Ridge, CO 80033  
 Office: 303-235-2855 \* Fax: 303-237-8929  
 Inspection Line: 303-234-5933  
 Email: [permits@ci.wheatridge.co.us](mailto:permits@ci.wheatridge.co.us)

**FOR OFFICE USE ONLY**

Date:

Plan/Permit #

Plan Review Fee:

## Building Permit Application

\*\*\* Please complete all highlighted areas on both sides of this form. Incomplete applications may not be processed. \*\*\*

**Property Address:** \_\_\_\_\_

**Property Owner** (please print): \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Property Owner Email:** \_\_\_\_\_

**Mailing Address:** (if different than property address)

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Architect/Engineer:** \_\_\_\_\_

**Architect/Engineer E-mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Contractors City License #:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Contractor E-mail Address:** \_\_\_\_\_

**Sub Contractors:**

Electrical:

W.R. City License #

Plumbing:

W.R. City License #

Mechanical:

W.R. City License #

Other City Licensed Sub:  
City License #

Other City Licensed Sub:  
City License #

**Complete all information on BOTH sides of this form**

COMMERCIAL

RESIDENTIAL

**Description of work:** (Check all that apply)

- NEW COMMERCIAL STRUCTURE
- NEW RESIDENTIAL STRUCTURE
- COMMERCIAL ADDITION
- RESIDENTIAL ADDITION
- COMMERCIAL ACCESSORY STRUCTURE (Garage, shed, deck, etc.)
- RESIDENTIAL ACCESSORY STRUCTURE (Garage, shed, deck, etc.)
- MECHANICAL SYSTEM/APPLIANCE REPAIR or REPLACEMENT
- PLUMBING SYSTEM/APPLIANCE REPAIR or REPLACEMENT
- ELECTRICAL SYSTEM/APPLIANCE REPAIR or REPLACEMENT
- OTHER (Describe) \_\_\_\_\_
- ELECTRICAL SERVICE UPGRADE
- COMMERCIAL ROOFING
- RESIDENTIAL ROOFING
- WINDOW REPLACEMENT

(For ALL projects, please provide a **detailed** description of work to be performed, including current use of areas, proposed uses, square footage, existing condition and proposed new condition, appliance size and efficiency, type and amount of materials to be used, etc.)

Sq. Ft./LF \_\_\_\_\_ Btu's \_\_\_\_\_ Gallons \_\_\_\_\_  
 Amps \_\_\_\_\_ Squares \_\_\_\_\_ Other \_\_\_\_\_

**Project Value:** (Contract value or the cost of **all** materials and labor included in the **entire** project)

\$ \_\_\_\_\_

**OWNER/CONTRACTOR SIGNATURE OF UNDERSTANDING AND AGREEMENT**

I hereby certify that the setback distances proposed by this permit application are accurate and do not violate applicable ordinances, rules or regulations of the City of Wheat Ridge or covenants, easements or restrictions of record; that all measurements shown and allegations made are accurate; that I have read and agree to abide by all conditions printed on this application and that I assume full responsibility for compliance with applicable City of Wheat Ridge codes and ordinances for work under any permit issued based on this application; that I am the legal owner or have been authorized by the legal owner of the property to perform the described work and am also authorized by the legal owner of any entity included on this application to list that entity on this application.

**CIRCLE ONE:** (OWNER) (CONTRACTOR) or (AUTHORIZED REPRESENTATIVE) of (OWNER) (CONTRACTOR)

**PRINT NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DEPARTMENT USE ONLY**

ZONING COMMENTS:  
Reviewer: \_\_\_\_\_

OCCUPANCY CLASSIFICATION: \_\_\_\_\_

TYPE OF CONSTRUCTION: \_\_\_\_\_

SPRINKLERED: \_\_\_\_\_

BUILDING DEPARTMENT COMMENTS:  
Reviewer: \_\_\_\_\_

OCCUPANT LOAD: \_\_\_\_\_

PUBLIC WORKS COMMENTS:  
Reviewer: \_\_\_\_\_

**PROOF OF SUBMISSION FORMS**

- Fire Department  Received  Not Required
- Water District  Received  Not Required
- Sanitation District  Received  Not Required

**Building Division Valuation: \$** \_\_\_\_\_