



Building Safety Commercial Photovoltaic System Requirements

The following checklist has been prepared in order to streamline the process of applying for and obtaining a permit for your photovoltaic system. It is important that the installation be permitted and inspected to insure the safety of the installation. If you have any further questions regarding these submittal requirements please contact the building safety department at (623) 930-2800. If you have issues regarding planning or zoning items, you may contact the city planner Remigio Cordero at the same number.

A permit application can be obtained through the website:

<http://www.glendaleaz.com/buildingsafety/documents/Permit-Application.pdf>

Please note that a licensed contractor is required to install your system and they will be able to assist you by providing the information you need to obtain a permit. Check with your local utility company for a list of approved licensed contractors and additional requirements.

Building Safety Requirements: In order to complete the application and obtain a permit, you will need to provide the following information.

- 1.) Property owner
- 2.) Property address
- 3.) Contractor's name and license number
- 4.) Contractor's City of Glendale Sales Tax number
- 5.) Size of the system (in KW)
- 6.) Valuation of the system including the installation

You will be expected to provide plans to the city for the system that you are proposing. The information you will need to provide includes (but is not limited to):

- 1.) A site plan will be required showing the location of all buildings on the property as well as the location of the unit(s) on your property.
- 2.) Specify the applicable codes (Currently, 2012 IBC & 2011 NEC + City of Glendale Amendments)
- 3.) Provide a note on the plans that the photovoltaic system shall be installed in accordance with NEC 690 and posted with applicable warnings, signage and plaques per NEC 705-10, 690-17, and 690-64(b)(5)
- 4.) Provide an electrical one-line diagram of the service entrance system. Also include a three-line diagram showing individual conductor types and sizes, conduit sizes, as well as their connection points. Be sure to specify if the electrical service panel is existing or new and the size (in amps). All circuit breakers back to the utility service must be verified as being approved for back feeding by the manufacturer.

- 5.) Provide a floor plan showing the locations of all equipment and label all rooms. Please note that an engineer may be required per Article 3 of the Arizona Board of Technical Registration, section R4-30-302.
- 6.) Specify the electrical disconnecting means of all equipment. This could include any electrical disconnects, lock-offs at breakers, or a service panel within sight of any photovoltaic equipment (NEC, 422.30)
- 7.) All free standing units must be installed on a minimum 4 inch thick slab on grade.
- 8.) Provide a roof plan showing the location of all equipment, existing roof material and slopes
- 9.) Provide structural engineering for any equipment mounted on a roof and show all connection details.
- 10.) Provide locations of all other equipment on the roof and provide the proper clearances.
- 11.) Provide and/or maintain proper roof and equipment access
- 12.) Specify and provide flashing details at all roof penetrations
- 13.) Provide cut sheets and listings of all equipment from a nationally recognized testing agency such as UL.
- 14.) Provide the specifications for installation on the job site.

Permit fees - Based on the City of Glendale currently adopted fee schedule, the fees for the photovoltaic system for commercial construction will be based on its valuation.

(These fees are adjusted annually based on the Consumer Price Index. This increase takes place on August 1 of each year.)

Fire Department Requirements:

Contact the Fire Plans Examiner at (623) 930-2800 for all requirements & details

Planning Requirements:

- 1.) All free standing units must meet accessory structure provisions for their particular zoning district as specified in the Zoning Ordinance in Section 7.300 on page 161 (of 172) at <http://www.glendaleaz.com/planning/documents/AppendixAZONING.pdf>
- 2.) Planning and Zoning regulations, involving such requirements as setbacks, height limitations, color, reflectivity, or other design considerations may apply. Contact Remigio in the Planning Department at 623-930-2800 for further information.

*See Development Services Department for residential applications**