


SOLAR ROOF INSTALLATION: Permit Submittal Information

SCOPE: The permitting process for solar residential and commercial roof installations is for projects that are ≤ 25 kW and mounted on the structure. The installation of solar photovoltaic on a roof of a structure can be simple to complex. There are several items needed when submitting for a solar photovoltaic roof permit to determine that the finished project complies with the minimum requirements of the 2012 International Residential Code (2012 IRC) and 2014 National Electrical Code (2014 NEC).

SOLAR SUBMITTAL CHECKLIST

1. Items for consideration when submitting for a photovoltaic panel array on a roof.
 - a. The trimming or removal of trees in order to provide an area that affords you direct sunlight must involve the Park and Tree Department to determine appropriateness. The Park and Tree Department may be reached at (912) 651-6610 or via email: Gordon Denney, GDenney@Savannahga.Gov
 - b. Required approvals, as applicable to your scope of work:
 - i. The following is required for a residential building permit submittal within the City of Savannah:
 - ✓ Completed signed Building Permit Application – [click here](#)
 - ✓ One (1) original plus one (1) copy of the sealed plans, stamped “For Construction” (1/4” = 1’ scale)
 - ✓ Plan Review Fee (payable to the City of Savannah) – [click here](#) for Building Permit & Plan Review Fees document (Permit fee is \$8/1,000 sq ft, or a minimum of \$45)
 - ✓ [Click here](#) for a link to the Building Permit Process Flow Chart. This flow chart contains contact names and numbers of each person at each step of the process.
 - ✓ The Building Permit Application Checklist for residential projects ([click here](#)) is also helpful. Additional resources for Building Permits can be found [here](#).
 - c. Additional Considerations:
 - ✓ Note: A property owner that is a Licensed Electrician may perform construction on his/her own residence if he/she submits a signed and notarized Owner-Occupant of Single Family Residence Permit Affidavit (also called a Homeowner's Affidavit - [click here](#)). In order to do this, homeowner must: reside or intend to reside on the premises, accept inherent responsibilities for the work authorized by the approved permit, agree to hire properly licensed contractors (licensed in the state of Georgia) for any work that



is not performed by the owner, and perform work in accordance with all applicable codes and strictly adhere to the inspection schedule.

- ✓ The City of Savannah uses a website called [eTRAC](#) for online permit tracking.
- ✓ For information on how to use this site to track your projects as they go through the permitting process, click [here](#). There are Quick Reference Guides available, as well as more detailed PowerPoint presentation slides from when we did a training class to the local design community on how to use the website.
- ✓ If the project is located within the Landmark Historic District, the Victorian District, Mid-City of Cuyler-Brownsville Phase I, an additional application must be submitted for design review. For information about requirements that apply within these special districts, contact the Historic Preservation Secretary at (912)651-1457.
- ✓ A Certificate of Appropriateness is required for all exterior changes, new construction, demolition, signage, etc. within the historic district boundaries visible from the public right of way. The process begins with an Application Submittal. For minor items, such as existing item repairs, color change, and the like, preservation staff can issue the Certificate of Appropriateness; more complex items require full Board of Review action.
<http://www.thempc.org/Dept/Shd>

Submit Building Permit Package to City of Savannah Development Services, Attn: Tammi Anderson, at:

- ✓ 5515 Abercorn Street, Savannah, GA 31405 (by hand-delivery) OR
- ✓ PO Box 1027, Savannah, GA 31402 (by mail)