SAVANNAH
Development Services Department

Solar Permit Complete Application Checklist

This checklist must be completed and submitted with each permit application. Please check **every** item as either "Y" for items that are included with the application, "N" for items that are not included with the application or "NA" for items that are not applicable to this application. Items without an "N" checkbox are minimum requirements initially due with the application if applicable.

Required Forms & Documents

Y	N	NA	
☐			Signed Application
☐			Complete Application Checklist (*This Form*)
☐	☐	☐	Plan Review Fee Payment, if applicable *(Not required if plans are not submitted for minor work only)*
☐	☐	☐	Site Plan included with the required construction drawings, if applicable. *(Not required for mounts on existing roofs)*
☐	☐	☐	Floodplain Worksheet, if applicable. *(Required only if the project is located in an AE, VE or Special Flood Hazard zone. Please contact the Floodplain Administrator at 912-651-6530 for additional information.)*
☐	☐	☐	Additional pre FIRM Construction Information, if applicable *(Required only if the project is located in an AE, VE or Special Flood Hazard zone. Please contact the Floodplain Administrator at 912-651-6530 for additional required information.)*
☐	☐	☐	Statement of Special Inspections, if applicable. *(Required if requested by design engineer)*

All Required Additional Approvals

Y	N	NA	
☐		☐	Approved Part 2 Certificate of Appropriateness (COA), if applicable. *(Required if located in a designated historic district. Contact the MPC at 912-651-1440 for additional information.)*
☐	☐	☐	Zoning Board of Appeals (ZBA) decisions or zoning text amendments, if applicable.
☐	☐	☐	Approved Encroachment Petitions, if applicable. *(Required when any part of the structure encroaches onto City Right-of-way.)*

Please note: Supplemental information may be required during plan review to address deficiencies.

STATEMENT OF APPLICATION COMPLETENESS:

Pursuant to the requirements established by Georgia Law Section §8-2-26, I am submitting all documents checked "Y" above for review and approval.

To facilitate compliance with this law, I am certifying that I understand all of the information and supporting documents required for a complete application, and **I hereby certify one of the following as it applies to this application:**

- ☐ All required documents are complete and included with this submittal. I understand the City will determine the completeness of this application and notify me of their finding within five business days.
- ☐ One or more documents required for a complete submittal are not included with this application. I request that the City begin the plan review process for this application while the outstanding items are completed. I acknowledge that the plan review times outlined in Georgia Law Section §8-2-26 will not apply and the permit cannot be issued until the remaining documents are submitted, reviewed and approved by the City.

Signature	Printed Name	Date