



INCOMPLETE SUBMITTALS CANNOT BE PROCESSED

RES / COMM

CITY OF VISALIA
 315 E. ACEQUIA
 VISALIA, CA 93291
 (559) 713-4444

PLAN CHECK NO.

SOLAR PERMIT APPLICATION

Please complete all areas below see reverse side for required documents. This form is to be filled out COMPLETELY to begin the plan check process.

PROJECT ADDRESS: _____
 Parcel No: _____
 Subdivision: _____ Lot: _____
 Historic District? YES _____ NO _____

NOTES:

CONTRACTOR: _____
 License: _____ Ins. Exp. _____
 Address: _____
 City, State, Zip: _____
 Phone: () _____

VALUATION	\$
TYPE OF PERMIT:	SOLAR

APPLICANT/CONTACT: _____
 Address: _____
 City, State, Zip _____
 Phone: () _____
 Email : _____

FLOOD ZONE? YES NO

PROPERTY OWNER: _____
 Address: _____
 City, State, Zip: _____
 Phone: () _____

SOLAR INFO	
# OF MODULES:	_____
DC KW:	_____
AC KW:	_____
PANEL UPGRADE:	Y___ N___
AMPS	_____
MAIN SVC BREAKER SIZE	_____
ROOF MOUNT	Y___ N___
GROUND MOUNT	Y___ N___

ARCHITECT/ ENGINEER: _____
SUB-CONTRACTOR: _____
DRAFTSPERSON: _____
 License No: _____
 Address: _____
 City, State, Zip: _____
 Phone: () _____

EXISTING SOLAR SYSTEM?	YES	NO
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DESCRIPTION OF WORK:

APPLICANT'S SIGNATURE _____ DATE _____

**THIS APPLICATION SHALL EXPIRE 180 DAYS FROM DATE RECEIVED UNLESS A BUILDING PERMIT HAS BEEN ISSUED.
 APPLICATIONS ARE ACCEPTED AND PERMITS ARE ISSUED BETWEEN 9:00 A.M. AND 4:00 P.M., MONDAY THROUGH FRIDAY (EXCLUDING HOLIDAYS).**

PLAN SUBMITTAL CHECKLIST

Please take a moment to compare your plan sets with this checklist. This form is to assist building permit applicants in determining the adequacy of their submittal package. If the plans and other construction documents are incomplete, the plan check process could be delayed. Check the items that are included.

- Permit application.
- All Plans submittals shall be in **PDF Format**

- 1 photo of existing Electrical Service *required*. This photo should be of the entire panel showing the main disconnect with dead-front cover removed.
- 1 photo of existing Electrical Service *required*. This photo should be of the entire panel with dead-front cover on.
- 1 photo of door specs *required*. Door specs need to show the *existing* MAXIMUM BUS RATING.
- 1 photo of the main service breaker *required*.
- 1 photo showing roof framing i.e. CUT AND STACK or TRUSS SYSTEM. Not required, but recommended.

NOTE: Photos are *ONLY* required if *EXISTING SERVICE PANEL* is being used. *COMMERCIAL* submittals only require photos if a direct tap.

ALSO, NOW AVAILABLE: You have the option to apply for a Solar permit online. Filling out this form is not required if applying online. More info at: https://www.visalia.city/depts/community_development/permit_counter/solarapp.asp

INCOMPLETE SUBMITTALS WILL BE REJECTED

I have reviewed this checklist. All items checked above are included. Plans must be signed by the person responsible for their preparation.

PRINT OR TYPE NAME: _____

SIGNATURE: _____

DATE: _____