



Department of Building & Fire Prevention

4701 W Russell Road • Las Vegas NV 89118
(702) 455-3000 • Fax (702) 221-0630

Jerome A. Stueve, P.E., Director
Samuel D. Palmer, P.E., Assistant Director • Girard W. Page, Fire Marshal

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NOTICE TO INDUSTRY

SUBJECT: On-line Permits for Residential Rooftop Solar Photovoltaic Systems

Effective Monday, July 16, 2018, licensed solar contractors will be able to obtain the building permits for residential rooftop solar photovoltaic energy systems on-line from the Department of Building & Fire Prevention's web-site. To obtain a residential rooftop solar permit on-line, the licensed solar contractor may simply log-in to their Accela accounts and provide the following information: Project address; Number of solar panels; and Size of system (kW).

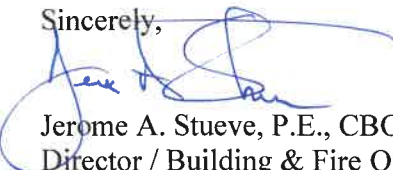
The solar permit fee will be based on an assumed valuation of 2.5 times the stated size of the system. For example, the valuation for a 10 kW system will be set at \$25,000 (2.5 x 10,000 W).

If the proposed residential rooftop solar photovoltaic energy system requires a corresponding electrical panel upgrade (e.g., to go from a 100-amp panel to a 200-amp panel), then the licensed solar contractor will also be able to include the panel upgrade with the on-line solar installation permit at the same time. In this situation, the additional fee for the panel upgrade would be incorporated into the total permit fee. The additional fee for the panel upgrade will range from \$61.88 to \$119.16 depending on the size of the panel.

Once the solar permit is issued, the solar contractor may begin installation immediately. Upon completion of the installation, the contractor shall schedule a final electrical inspection. The contractor must provide a minimum of two (2) copies of the stamped/signed plans at the job site for the inspector's reference and review. The inspector will review the plans while on the job site to conduct the inspection. If the plans are acceptable and the inspector approves the inspection, then the inspector will approve (stamp) the plans and return a copy of the approved plans to the Records Division at the Department of Building & Fire Prevention.

The on-line solar permit process is available only to licensed solar contractors (Owner/Builders are not eligible to use the on-line solar permitting process). Additionally, the on-line solar permitting process is only available for residential rooftop applications. Permits for commercial rooftop and any ground-mount solar applications must still be obtained by submitting a permit application with plans to the Department of Building & Fire Prevention. Finally, the on-line solar permit process may not be used to obtain building permits for battery storage systems.

Sincerely,


Jerome A. Stueve, P.E., CBO
Director / Building & Fire Official