



*Sedgwick County...*  
*working for you*



Metropolitan Area Building  
and Construction Department

271 W. 3rd St. N., Ste 101, Wichita, KS 67202 - [www.sedgwickcounty.org](http://www.sedgwickcounty.org) - TEL: 316-660-1840 - FAX: 316-660-1810

# Checklist and Submittal Requirements for Expedited Permitting of Solar Photovoltaic Systems

**Instructions: Complete the following, with all of the information requested.**

- 1. Eligibility Checklist for the expedited permitting process.**
- 2. Application.**
- 3. (3) Sets of plans that include:**
  - Site plan showing location of major components of solar system and other equipment on roof or legal accessory structure. This plan should represent relative location of components at the site, including, but not limited to, location of array, existing electrical service location, utility meter, inverter location, system orientation and tilt angle. This plan should show access and pathways that are compliant with local codes.
  - A One-Line Electrical Diagram.
  - Specification Sheets for all manufactured components.
  - All Diagrams and plans include the following:
    - Project address, section, block and lot number of property;
    - Owners name, address and phone number;
    - Name address and phone number of person preparing the plans;
    - System capacity in KW-DC.
  - **Total Valuation of Project (Dollar Amount)** \_\_\_\_\_



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## Eligibility Checklist

To determine if you are eligible for the expedited permitting process, answer the following questions.

- |  |   |
|--|---|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 1. Solar Installation has a rated capacity of 15KW or less.   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 2. Solar Installation is not subject to review by an Architectural or Historical Review.  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 3. Solar Installation does not need zoning variance or special use permit/conditional use permit.   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 4. Solar Installation is to be mounted on a permitted roof structure of a building, or on a legal structure.  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 5. Solar Installation is compliant with all applicable electrical and building codes.   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 6. Solar Installation is compliant with all local fire codes.   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 7. The Solar Installation Contractor complies with all licensing and other requirements of MABCD.   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 8. The proposed equipment is permitted by code and equipment meets all relevant certification standards.  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 9. The Solar electric system and all components will be installed per the manufacturer's specifications.  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 10. The project will comply with the adopted National Electrical Code® requirements.  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 11. The roof has no more than a single layer of roof covering (in addition to the solar equipment).   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 12. The system is to be mounted parallel to the roof surface or tilted, with no more than an 18-inch gap between the module frame and the roof surface.   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 13. The system will have a distributed weight of less than 5 pounds per square foot and less than 45 pounds per square foot per attachment point to roof. |

If you answered "NO" to any of Questions 1-10, you are not eligible to participate in the expedited permitting process and must go through the standard plan review and permitting process. If you answered "NO" to any of Questions 11-13, in order to use this form, in addition to other requirements, you must provide a letter from a registered design professional certifying that the existing structure can support the additional weight and wind loads of the solar electric system. If you answered "YES" to all of the above Questions, please sign below to affirm that all answers are correct, and you have met all of the above conditions and requirements to participate in the expedited process.

Solar Installation Contractor's Signature

Date