



City of Phoenix
FIRE DEPARTMENT
FIRE PREVENTION SECTION

Solar Photovoltaic Power Systems (OTC)

Title	Permit Number	Fee	
• 3kW AC to 15kW AC in a Residential Installation	F193	\$390	
Over the counter permits shall be obtained to install or modify a residential solar photovoltaic power system			
• The installation of a residential solar photovoltaic system for a water heater with a system size of 30kW AC (462 sq.ft.of collector) or less in an R-3 or R-4 occupancy	F193	\$150	
Systems exceeding 15kW AC in a residential installation will require a plan review. Please complete the Plan Review submittal application on the next page.			

kW AC			
Homeowners Name			
Homeowners Address			
Contractor Name		Phone Number	
Contractor Email		ROC Number	
Inspection and/or Onsite Contact Person	Name	Phone Number	Email
Secondary Contact if Applicable:	Name	Phone Number	Email

Inspection will be conducted to verify code compliance. Payment is due prior to issuance of permit.

Application Submission Options:

Email: pfd.energy.systems@phoenix.gov - Staff will reply with link for payment after application review

By Mail: Phoenix Fire Department – Fire Prevention, 150 S 12th Street, Phoenix Arizona 85034

In Person: Weekdays, 8am to 4pm at the address listed above.

For permit questions or to speak to a Fire Inspector call 602-262-6771

For more information see www.phoenix.gov/fire/prevention



Plan Review, Permit, Inspection Criteria for Energy Systems

The purpose of this document is to provide the construction permit process, the solar photovoltaic alternating current nameplate rating (AC) and battery energy storage capacity thresholds, for Energy Systems per the 2018 Phoenix Fire Code. This process is designed to provide efficiency without compromising the safety of the public and emergency responders including firefighters. This document identifies the plan review, permitting and inspection criteria for Energy Systems required by the 2024 Phoenix Fire Code, Chapters 1 and 12. A separate permit is also required from the Planning & Development Department for all photovoltaic and/or energy storage systems per the Phoenix Building Construction Code

Permitting Process

The over-the-counter permit process establishes the solar photovoltaic AC nameplate rating threshold and battery capacity, for Residential one- and two- family dwellings, R3 and R4 occupancies, that allows the customer to be issued a fire construction permit to install an Energy System without a plans submittal. Energy Systems over the established AC nameplate rating thresholds or energy storage capacities will require a plans submittal in accordance with the 2018 Phoenix Fire Code; and a construction permit will only be issued once the plans are reviewed and approved. The Fire Department will not schedule an inspection until construction plans have been submitted to the Planning and Development Department for review.

The AC nameplate rating thresholds and energy capacities are as follows:

<u>Residential Solar Photovoltaic Systems</u>	
3kW – 15.00 kW alternating current nameplate rating	Over the counter permit
In excess of 15.01 kW alternating current nameplate rating	Plans submittal required
30 kWth or less system size water heater	Over the counter permit
In excess of 30 kWth system size water heater	Plans submittal required

<u>Residential Battery Energy Storage Systems</u>	
3 kWh – 27 kWh capacity	Over the counter permit
Capacity in excess of 27 kWh	Plans submittal required

An Energy System containing both a solar photovoltaic and a battery energy storage system will be considered an over-the-counter construction permit as long as both systems do not exceed the over-the-counter threshold or capacity. If either energy system is in excess of the over-the-counter threshold or capacity, a plans submittal is required for that system.

To obtain an over the counter permit, email a completed copy of the permit application to pfd.energy.systems@phoenix.gov. After processing, Fire Prevention staff will email the applicant a copy of the permit and a receipt.

Installations over the above thresholds and any commercial installation require plans to be submitted. The fire department accepts pdf plans submittal through email. A complete set of accurate plans and the permit application shall be emailed to pfd.energy.systems@phoenix.gov. A Fire Department Plans Reviewer will review the plans for code compliance. Once the plans are approved, Fire Department staff will email the stamped approved plans, a receipt and the permit.

Inspection Process

The customer/permit holder will be responsible for scheduling a fire inspection once the installation is complete, and before connecting it to the utility grid. The inspection must be completed by a Phoenix Fire Department Fire Inspector

Once the fire inspector approves the installation, the permit will be closed out in our permitting system. The next step, is to contact the Planning & Development Department (PDD) to request an inspection at 602-495-0800 or 602-262-7811 for questions.

Please contact the Phoenix Fire Department's Fire Prevention Section at pfd.energy.systems@phoenix.gov or at 602-262-6711 with questions regarding the Phoenix Fire Department's permit and/or fire code requirements

For permit questions or to speak to a Fire Inspector call 602-262-6771

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