City of Phoenix
PLANNING & DEVELOPMENT DEPARTMENT

Residential Photovoltaic System
Application

****Complete both sides of application to select fee option****

Project Name: _____ Date: _____

Project Address: _____ Subdivision Name: _____ Lot #: ____

☐ New photovoltaic system ☐ Revision to permitted photovoltaic system Project Valuation: $ _____

Description of Work:

Installation of _____ kw photovoltaic system. Quantity and size of panels: _____

Weight of panels:_____ psf. Existing roof framing: ☐ Conventional ☐ Truss ☐ Other: _____

(Structural analysis of existing roof system is required if weight exceeds 5psf)

Service upgrade or main breaker de-rate included with PV permit: ☐ No ☐ Yes

Separate permit was obtained for service upgrade or de-rate of main: ☐ No ☐ Yes - Permit # _____

Contractor Information:

Business Name:_____

Address:_____ City: _____ State:_____ Zip Code: _____

Contact Person:_____ Phone:_____ Fax:_____

Local Business (Phoenix PLT) #: _____

State Tax #: _____ State License Class and Number (ROC):_____

Applicant Information:

Check One: ☐ Owner ☐ Contractor ☐ Other_____

Address:_____ City: _____ State:_____ Zip Code: _____

Company Name: _____ Phone:_____ Fax:_____

PHOTOVOLTAIC SYSTEM PLACEMENT

I am the owner/owners agent of the real property located at the project address shown above. I understand that I am responsible for verifying that the photovoltaic system will be installed on legal permitted structures prior to installation as described on this permit and that the solar system must comply with all city of Phoenix codes and ordinances. I understand that, if determined by city inspection staff that the proposed installation is on non-permitted structures, any required modifications needed for code compliance will be at the owner's/applicant's expense.

_____

(Owner's Signature) (Print Name) (Date)

----------Staff Use Only ----------Initials:_____

Permit Type: _____ Permit #: **T** _____ Permit Name:_____

Project Number:_____ CITA ☐ Yes ☐ No C of O: ☐ Yes ☐ No

Census: _____ Qtr Sec: _____ Council Dist: _____ Zoning: _____

Units: **0** Occupancy: **N/A** Const Type: **I:VB** Scope Code: **PHOTOVOLT** Struc Class: **023**

Review / Permit Fee Code: _____ Total Fee: _____

For more information or for a copy of this publication in an alternate format, contact Planning & Development at 602-262-7811 voice or TTY use 7-1-1.

The applicant must indicate which of the fee options listed below will be applicable for their project.

Valuation-based

☐ Valuation-based fees per Appendix A.2 of the Phoenix City Code.

Fixed Fees

If additional inspections are required in excess of what is indicated by the applicant, re-inspection fees will be assessed by field inspection staff.

☐ Option A — $780 for minimum 1 hour plan review and 3 inspections
- Existing electric service to remain, be modified, or be replaced/upgraded
- Installer must be present for inspections to provide access to system

☐ Option B — $585 for minimum 1 hour plan review and 2 inspections
- Existing electric service to remain, be modified, or be replaced/upgraded
- Installer must be present for inspections to provide access to system

☐ Option C — $488 for administrative processing and 2 inspections
- Existing electric service to remain
- Installer must be present for inspections to provide access to system
- Must have approved standard plan on file*

☐ Option D — $390 for minimum 1 hour plan review and 1 inspection
- Existing electric service to remain, be modified, or be replaced/upgraded
- Installer and foreman or supervisor with the knowledge and authority to alter the photovoltaic system must be present for inspection

☐ Option E — $293 for administrative processing and 1 inspection
- Existing electric service to remain
- Must have approved standard plan on file*
- Installer and foreman or supervisor with the knowledge and authority to alter the photovoltaic system must be present for inspection

* A re-inspection fee of $195 will be assessed by field inspector staff for each additional inspection required.

** Standard plans must be submitted for review and approval separately. Plan review fees for standard plans are based on valuation. Standard plans can only be used when the photovoltaic installation for one or more houses are identical. If permitting under a standard plan, the standard plan number must be listed on the permit application.

Project Address: _____

Print Name: _____

Applicant Signature:_____ Date:_____