



**\*\*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            \$600 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            \$450 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            \$375 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            \$300 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            \$225 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 \$150 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: \_\_\_\_\_