



The purpose of this document is to outline the eligibility requirements and process for obtaining residential photovoltaic (PV) permits via SolarAPP. SolarAPP is a third-party software program that can be used to verify code compliance for residential PV projects. SolarAPP may be used for projects that meet the eligibility parameters set forth below.

The SolarAPP software was developed by NREL (National Renewable Energy Laboratory). Answers and additional resources for the SolarAPP software program are available at [SolarAPP+ Knowledge Base \(solar-app.org\)](https://solarapp.nrel.gov/).

Note: The Phoenix Fire Department requires a separate permit for photovoltaic and battery energy storage systems. Please visit <https://www.phoenix.gov/fire/prevention> for more information.

SolarAPP Eligibility:

1. Must be an Arizona licensed contractor licensed to perform photovoltaic installations
2. Residential (single-family or duplex residence) rooftop installations only
3. Structure supporting PV system must be legal, permitted, code compliant structure
4. No battery storage
5. No ballasted or ground mounted systems
6. Not located within Historic Preservation district or FEMA Special Flood Hazard Area
7. Must meet the following technical requirements:
 - No existing PV or energy storage systems
 - No panel upgrades or derating (panel upgrades and derates may be permitted separately, which may allow the use of SolarAPP for the PV system)
 - PV system roof loading not to exceed 4 psf dead load
 - 400-amp maximum electrical service, single phase only
 - Maximum of 2 DC strings in parallel
 - If using microinverter, one module per microinverter
 - Only one module type
 - Up to two inverter types for string inverters and up to one inverter type for microinverters

SolarAPP Permit Process:

1. Determine eligibility above.
2. Submit plans to SolarAPP and obtain the required approval report. Visit <https://solarapp.nrel.gov/>.
3. Apply for SolarAPP permit through the City of Phoenix Planning and Development online permit portal at <https://apps-secure.phoenix.gov/PDD>.
4. SolarAPP approval ID and system size must be entered in required application field.

5. Email approved SolarAPP documents (including manufacturer specification sheets), three-line diagram and plot plan to pdd.records@phoenix.gov. **Applicant must include Planning & Development Department permit number and property address in the subject line of email.**
6. Print copy of issued permit to display at jobsite along with approved SolarAPP documents, three-line diagram and plot plan. Information on all documents **must correlate** or inspection delays will occur.
7. Schedule inspection at [Permit Inspection Request \(phoenix.gov\)](http://phoenix.gov/PermitInspectionRequest).
 - For additional assistance scheduling inspections visit [Inspection Request/Cancellation \(phoenix.gov\)](http://phoenix.gov/InspectionRequestCancellation) or call (602) 262-7811

Revisions:

1. Submit revised plans to SolarAPP and obtain the required approval report. Visit <https://solarapp.nrel.gov/>.
2. Email approved SolarAPP revision documents (including manufacturer specification sheets), three-line diagram and plot plan to pdd.residential.solarapp@phoenix.gov. **Applicant must include “Revision”, Planning & Development Department permit number and property address in subject line of email.**
3. PDD staff will update the existing permit and notify applicant via email of additional fees due for record change (\$37.50).
4. Applicant pays fees at [PDD Online - Login \(phoenix.gov\)](http://phoenix.gov/PDDOnlineLogin) or call 602-534-5934.
5. Once fees are paid, applicant notifies staff of payment via email at pdd.residential.solarapp@phoenix.gov.
6. PDD staff will verify payment and email copy of updated permit.
7. Applicant to email approved SolarAPP documents (including manufacturer specification sheets), three-line diagram and plot plan to pdd.records@phoenix.gov. **Applicant must include Planning & Development Department permit number and property address in the subject line of email.**

Revisions that remove the project from the SolarAPP process:

1. Submit complete revised plans to pdd.photovoltaic.residential@phoenix.gov. In the subject line please add the following statement: **Permit RPV XXX – No longer SolarAPP eligible.**
2. PDD staff will review plans for completeness and add plan review fee based upon our approved fee schedule to be paid prior to review.
3. Applicant pays fees at [PDD Online - Login \(phoenix.gov\)](http://phoenix.gov/PDDOnlineLogin) or call 602-534-5934.
4. Once fees are paid, applicant notifies staff of payment via email at pdd.photovoltaic.residential@phoenix.gov.
5. Electrical plan reviewers will review plan and make necessary revisions to the existing permit to specify that the project is no longer a part of the SolarAPP process.
6. Applicant to email approved SolarAPP documents (including manufacturer specification sheets), three-line diagram and plot plan to pdd.records@phoenix.gov. **Applicant must include Planning & Development Department permit number and property address in the subject line of email.**