PHOTOVOLTAIC (PV) SYSTEM PERMIT APPLICATION

CITY *of* CAPE GIRARDEAU

COMMUNITY DEVELOPMENT, 44 N. LORIMIER ST, CAPE GIRARDEAU, MO 63701 (573) 339-6327

Mark ALL that apply:	☐ **Grid-tied**	☐ **Off-grid**	☐ **Battery**	☐ **Roof mount**	☐ **Grade level mount**

Property Address/Location

Project Description

Photovoltaic System Manufacturer

Cost of Construction

Total KW Rating	Number of PV Modules	Watts Per Module
Number of Inverters	Number of Series Strings	Number of Parallel Strings

Property Owner

Mailing Address	City, State, Zip
Telephone	Email

Electrical Contractor

Mailing Address	City, State, Zip	
Telephone		Email

License Number

CERTIFICATION

I CERTIFY THAT I AM THE OWNER IN FEE OR AGENT AUTHORIZED TO APPLY FOR THIS PHOTOVOLTAIC SYSTEM PERMIT. I UNDERSTAND THAT THE SUBMITTAL OF INCOMPLETE PLANS OR FAILURE TO COMPLETE THIS APPLICATION IN ITS ENTIRETY MAY RESULT IN THE DELAY OF PLAN REVIEW AND PERMIT APPROVAL. SEPARATE PERMITS ARE REQUIRED FOR ANY MECHANICAL, PLUMBING OR STRUCTURE REQUIRED. I HAVE READ THE APPLICATION AND INFORMATION SHEET AND I FULLY COMPREHEND THE INFORMATION I AM REQUIRED TO SUBMIT FOR PLAN REVIEW.

_____ _____

Owner/Agent Signature Date

_____

Owner/Agent Printed Name

OFFICE USE ONLY

Date Received _____ Munis App# _____

PVS-_____

CITY OF CAPE GIRARDEAU
PHOTOVOLTAIC (PV) SYSTEM PERMIT APPLICATION
INFORMATION SHEET

Please read this information sheet in its entirety.

Submit the following items to the Development Services Department for review:

1. A completed photovoltaic system permit application form.
2. Grading permit application, if applicable.
3. Two (2) copies of a S**ite Plan** for residential, three (3) copies for commercial, drawn to scale showing the location of all ground mount PV systems in relation to easements, set back distances, adjacent streets, drainage facilities, adjacent grades, property lines, north arrow, driveway and sidewalks and location of generator, transfer equipment, fuel lines and every existing building and improvement on the property.
4. Two complete sets of detailed plans drawn to scale detailing compliance with the following codes, if applicable:
   a. Cape Girardeau Zoning Ordinance
   b. City of Cape Girardeau Ordinance No. 4702, dated June 1, 2015 adopting the following codes:
      2015 International Residential Code
      2015 International Mechanical Code
      2015 International Plumbing Code
      2015 International Fuel Gas Code
      2009 International Energy Conservation Code
      2014 National Electrical Code
5. Foundation and soils report, where required.
6. One copy of PV module manufacturer's specifications.
7. One copy of PV inverter manufacturer's specifications.

PV system detailed plans that are submitted for review are required to be complete. Complete plans shall include, but not be limited to, the following.

1. An electrical one line diagram displaying the following items
   a. PV system grounding and bonding detail
   b. The number of PV modules with STC rating each
   c. Location of all AC and DC disconnects, including phase, voltage and amperage
   d. Location of all combiner boxes, if applicable
   e. Location of all inverters, including input and output rating of each
   f. String detail of PV modules, such as series/parallel.
   g. Size and types of all raceways, above and below ground.
   h. Size and types of all AC and DC conductors, including insulation type
   i. Location of utility electric service information, including phase, voltage and amperage
   j. Battery locations and venting procedures (if applicable)
   k. Provide method and type of weatherproofing roof penetrations
2. Framing plans showing either the supporting structure for ground mounted PV systems and/or the attachment method of the PV modules to the roof. If using pre-manufactured racking systems, provide manufacturer's installation specifications, including all grounding requirements.
3. Structural calculations shall be required for the following:
   a. Roof of structure mounted PV systems if weight exceeds 5 pounds per square foot.
   b. PV modules mounted more than 30 inches above roof.
   c. Ground mounted PV systems located more than 5 feet above ground.

4. For manufactured mounting systems, provide information such as
    a. Product name and model
    b. Total weight of Solar PV modules and rails
    b. Total number of attachment points
    c. Maximum spacing between attachment points on a rail
    d. Total surface area of solar PV modules (square feet)
    e. Distributed weight of solar PV modules on roof (lbs/sq. ft)
5. All submitted plans, either electrical or structural, shall be signed & stamped by a licensed Missouri design professional.
6. The UL listing for all equipment and enclosures.

The plans shall be drawn on standard sheets of paper, i.e., 18 x 24 minimum. Provide as much information and details as necessary to clearly show what you propose to do. All information that will provide for a better understanding of your plans is important.

The submittal is subject to a minimum of five (5) business days for review. Plan Review will not begin before the completed PV system permit application form is submitted.