



## Development Services Department

7501 E. Skoog Blvd.

Prescott Valley, Arizona 86314

Phone (928)759-5535

Fax (928)772-7829

email: devserv@prescottvalley-az.gov

### Photovoltaic Solar System Application Checklist

- Solar Application (Completed)
- 11" x 17" Plans (minimum) – **(2 sets)**
  - (PV array, combiner/junction boxes, disconnects, inverters, meter and service panel/tie in locations, show general foot print of structure and relation to property lines, show a roof plan with location and physical size of all PV panels, b-vents, attic vents, and plumbing vents.
- Site Plan that locates all Equipment on Drawing
- Manufacturer's specification sheets (cut sheets) with their UL listing information, for the PV panels, connection boxes, and the PV inverter(s) are required:
- Complete 3-line Electrical Diagram:
  - Electrical specifications shall indicate
    - System Size (DC-STC "Nameplate" Rating)
    - Module manufacturer and model number;
    - Module specs (@STC) including VOC, VMP, ISC, and IMP;
    - Array specs (@STC) show max VOC (w/temp corrections), VMP, ISC, and IMP;
    - Number of strings;
    - String fuse rating (if appropriate)
    - Current carrying conductors show size and type (i.e. use-2);
    - Grounding (equip grounding conductor) indicate size and type;
    - Over current protection/disconnects with voltage rating, current rating, and indicate if "integrated" in inverter;
    - Inverter, note manufacturer, model number, rated AC output (wattage), AC voltage, and max AC current:
    - Grid interconnection location shall show AC load panel with back-feed breaker rating (voltage and amperage), panel rating (bus-bar rating and main breaker rating), and line / load side tap.
- Mounting /Racking System details: shall include manufacturer's spec sheets with roof calcs to have 115mph wind speed, exposure category C, and 30 psf roof snow load per attachment details type, size and spacing of fasteners, and/or a racking system that load spans three or more trusses/rafters or an Arizona stamped engineer's verification letter: if a custom racking system fails to span three or more trusses/rafters, showing trusses/rafters ability to support additional loads, as required.
- Structural Information: Size, type and spacing of roof framing members, type and thickness of roof sheathing, number of layers roofing materials, railing systems load bearing points, and indicate whether the array is flush or tilt mounted. Specify method of locating framing members. Additional information or engineering may be required for unique situations. 115mph wind speed, exposure category C, and 30 psf roof snow load per IRC R324.4.1/R324.4.1.1
- Proof of Contractor Licensed form: Installation Company must be contractor Licensed by the State of Arizona and the Town of Prescott Valley. Permit will not be issued without a licensed electrician or without proof of qualifying persons per NEC 690.4 (E)
- Any photovoltaic system 12KwDC or larger to be stamped by engineer.



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**PHOTOVOLTAIC SOLAR SYSTEM PERMIT APPLICATION**

**CONSTRUCTION ADDRESS:** \_\_\_\_\_ **PERMIT#:** \_\_\_\_\_

**PARCEL #:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **UNIT#:** \_\_\_\_\_ **LOT#:** \_\_\_\_\_

**OWNER'S NAME:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

*\*Please be advised that information supplied on this application is public record and may be released upon request.*

**CONTRACTOR:**

**BUSINESS NAME:** \_\_\_\_\_ **TOWN BUS. LIC.#:** \_\_\_\_\_

**CONTRACTOR'S LIC. #:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

**FAX #:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**Total Valuation \$** \_\_\_\_\_ **/ KW SIZE OF SYSTEM** \_\_\_\_\_

(Materials, labor, overhead and profit)

**Number of Panels** \_\_\_\_\_ **( Roof / Ground ) – (Circle one) Battery back up ( yes or no ) – (Circle one)**

**DESCRIPTION OF WORK:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**NAME (PRINTED):** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



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## PROOF OF VALID CONTRACTOR'S LICENSE A.R.S. SECTION §32-1168-1169

**Construction Address:** \_\_\_\_\_ **Permit #:** \_\_\_\_\_

**SECTION I.** The undersigned does hereby swear and affirm that the applicant for a building permit identified in the attached application (check one).

**General Contractor.** Is currently licensed as a contractor under the provisions of Chapter 11 of Title 32, Arizona Revised Statutes, as identified in Section II and will perform work with such subcontractors as are also all identified in Section II.

**Owner/Builder.** Owns the property which is not intended for sale or rent and (check one or both)

Will perform themselves; or jointly with employees who are paid on a time worked basis, not by the job and/or

will perform the work with duly licensed contractors, all of whom are identified in Section II

**Developer** Owns property for sale or rent upon which a residential structure or addition is to be constructed by the duly licensed contractor or contractors, all of whom are identified in Section II.

SECTION II	Contractor/Subcontractor Name	Contractor License #	Phone #
General Contractor			
Electrical			
Plumbing			
Mechanical			
Framing			
Grading/Excavation			
Cement/Concrete			
Roofing			
Insulation			
Lathing			
Stucco			
Glass/Store Front			
Painting			
Masonry/Block			
Drywall			
Landscaping			
Manufacture Home			

**THIS CERTIFICATION IS REQUIRED UNDER STATE LAW TO BE COMPLETED AND SIGNED BY ALL APPLICANTS FOR A BUILDING PERMIT. UNDER STATE LAW, THE FILING OF AN APPLICATION CONTAINING FALSE OR INCORRECT INFORMATION WITH THE INTENT TO AVOID THE STATE LICENSING REQUIREMENTS CONSTITUTES UNSWORN FALSIFICATION, A CLASS 6 FELONY.**

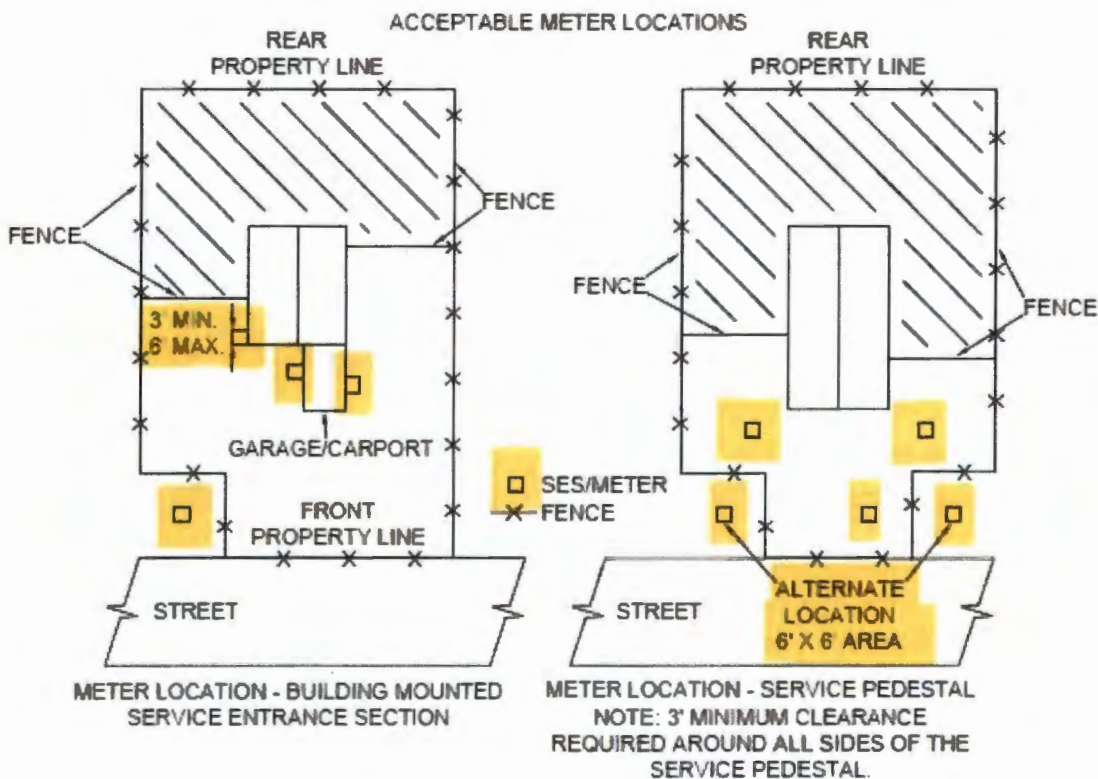
\_\_\_\_\_  
Signature Address

\_\_\_\_\_  
Printed Name Date

Revised 04/04/2022

**APS RESERVES THE RIGHT TO DETERMINE ALL METER AND SERVICE LOCATIONS.**

1. THE METER AND MAIN SWITCH SHALL BE ACCESSIBLE FOR READING AND MAINTENANCE WITHOUT PASSING THROUGH RESTRICTED AREAS, GATES OR FENCES.
2. ALL METER AND MAIN SWITCHES SHALL BE LOCATED THREE FEET MINIMUM TO SIX FEET MAXIMUM ON THE FRONT CORNER OF A RESIDENCE, NEAREST TO THE POINT OF AVAILABLE SERVICE, AS DETERMINED BY APS ON AN EXTERIOR WALL OR ALTERNATE LOCATION (SUBJECT TO LOCAL INSPECTION AUTHORITY), BUT NOT UNDER A CARPORT, BREEZEWAY, PATIO, PORCH, OR OTHER AREA THAT CAN BE ENCLOSED WITH BUILDING EXPANSION OR FENCE.
3. THE ELECTRIC METER AND MAIN SWITCH "MAY BE" INSTALLED AT AN ALTERNATE LOCATION NOT ATTACHED TO A DWELLING TO ENSURE ACCESSIBILITY. (SUBJECT TO LOCAL INSPECTION AUTHORITY APPROVAL)
4. IF OVERHEAD SERVICE IS AVAILABLE IN THE REAR OF THE PROPERTY (ALLEY OR EASEMENT) THE POINT OF ATTACHMENT MAY BE ON THE REAR OF THE RESIDENCE. THE METER & MAIN DISCONNECT SHALL BE LOCATED PER ITEMS #1 & #2 ABOVE. IT IS THE CUSTOMER'S RESPONSIBILITY TO INSTALL CONDUIT AND WIRING BETWEEN THE BUILDING IN ITS ENTIRETY.
5. WHEN REMODELING EXISTING RESIDENCES, CHECK WITH LOCAL APS OFFICE.
6. SERVICE ENTRANCE EQUIPMENT SHALL BE UTILIZED FOR ITS INTENDED PURPOSE.



**Eric Siegfried**

Service Coordinator, Prescott Service Planning

6672 Corsair Ave, Prescott, AZ 86301

MS 4714

Office - (928)443-6795