

Checklist for Solar permits:

Checklist of required information for a Solar Permit

1. Completed Solar Permit Application from the Building Department.
2. If you are the contractor - a copy of the signed agreement with the property owner or the property owners' signature on the Solar Permit application.
3. Submit detail of the system including Dimensions, Cut Sheets, Approved Testing Laboratory listing, Make, & Model.
4. Ground mount Solar must include Engineered Stamped Foundation Plans to the 2018 IRC or IBC, and Plot map (See Planning and Zoning checklist, please follow the directions on what we need on the plot map)
5. Roof mount Solar must include an Engineered Stamped Plans stating roof system is sufficient to support additional loads or specifying any required structural modifications

\$200.00 Fee

Checklist for Planning & Zoning Plot map:

1. Please include a plot plan at a **COMMON ENGINEERING SCALE** showing:

The name of project, project address, a north arrow, and preparation date.

The location of the driveway, roads, rights-of-way, access easements, and any parking spaces, including ADA parking, if the project is for commercial purposes.

Location of the septic tank, leach field and well.

The location and dimensions of all existing and proposed structures.

Distance between all existing and proposed structures.

All setback distances from each existing building(s), proposed building(s), septic tank, leach field, and well to *all* property lines (measured at 90°).

Property line dimensions.

Overhead utility lines.

Any watercourses or wetlands (see the National Wetlands Inventory).

2. A recorded and current Warranty Deed showing the full legal description of the parcel. If there are multiple names on the current Warranty Deed demonstrating ownership other than in "Joint Tenancy", all other owners on the deed must either sign this application or provide a notarized letter of authorization stating approval for the project. If the property owner is an entity other than a person(s), supporting documentation to verify who is permitted to sign for that entity will be required.

3. Deed Requirements:

Agricultural zoned parcels less than 35 acres – a warranty deed prior to June 1, 1972 is required.

OWNER-BUILDER DECLARATION

_____ I, as the owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale.

_____ I, as the owner of the property, am acting as general contractor and will abide by the building code for which this permit is issued and have a working knowledge of what is expected when each inspection is performed, and fully responsible as general contractor for any and all phases of subcontracted work, including any applicable insurance coverage requirement.

_____ I, certify that I have read this application and state that the information given is true correct, I agree to comply with all county ordinances and State laws relating to the aforementioned property for inspection purposes at any time and I make this statement under penalty of law.

If a temporary construction dwelling is being occupied during construction, the property owner shall complete an Affidavit to Register and Occupy a Construction Dwelling as a Temporary Use. This document can be obtained from the Planning Department to be kept on file during construction, and is effective only after a building permit has been issued.

Signature of Owner

HOMEOWNER STATEMENT OF RESPONSIBILITY

I understand that by signing this “statement of responsibility”, I, as the owner of the real property listed below, have assumed the responsibility for the work proposed herein. I also understand that as a Homeowner/Builder, I am required to have a working knowledge of the applicable codes and regulations and a working knowledge of what is expected when each required inspection performed. I am also fully responsible for code compliance of any and all work done on the project.

PLEASE DO NOT CONTINUE COMPLETION OF THIS FORM IF YOU DO NOT UNDERSTAND THE ABOVE PARAGRAPH OR FEEL YOU ARE NOT QUALIFIED AS OUTLINED IN THE ABOVE PARAGRAPH.

I, _____, being the owner of real property located at:

Name

Address

I am accepting all of the responsibilities of acting as my own General Contractor and I acknowledge that I have read and fully understand all of the terms of this HOMEOWNER STATEMENT OF RESPONSIBILITY. I have applied for a permit(s) with Park County Development Services to build:

_____ on said property.

Type of item i.e.: Septic, Dwelling, Garage etc.

Homeowner Signature

Date

