



## SOLAR PERMITTING CHECKLIST

### FOR ROOFTOP PHOTOVOLTAIC (PV) INSTALLATIONS

The City of Brentwood aims to generate policies and programs that will create energy conservation, environmental improvement and sustainability of resources in the City of Brentwood. Rooftop Solar PV Installations are one such renewable energy practice.

The checklist below contains the minimum requirements for submittal to the city and is intended to provide well-defined guidelines to the applicant to improve the application and review process.

#### SOLAR STEP-BY-STEP GUIDE

##### Codes and Design Criteria

In the City of Brentwood, the installation of residential rooftop solar PV Panels is detailed in *Chapter 400.2100.15 of the City Code*. The City of Brentwood follows IBC, IRC codes as found on the [city website](#).

The following design criteria should be followed:

- *Building-mounted solar energy collectors installed in residential zoning districts shall be: Installed in the plane of the roof and flush mounted; made part of the roof design ie: framing and capping should be compatible with the color of the roof structure; a building integrated system.*
- *Mounting brackets shall be permitted to be placed parallel on the slope of a rear-facing roof if the applicant can demonstrate that the existing pitch of the roof would render the solar energy equipment ineffective or incapable of reasonable operation.*
- *Solar energy collectors may be located on any roof face.*
- *Solar energy collectors located on a front-facing sloped roof shall be installed parallel to the roof slope and in a manner that respects the architectural features of the structure including roof lines, colors and materials.*
- *Solar energy systems should not project vertically above the peak of a sloped roof to which it is attached.*
- *When located on a sloped roof, solar energy collectors shall be set back from any outside edge, ridge, or valley of the roof as required by the Building and Fire Code as adopted by the City.*
- *Solar energy collectors installed on a flat roof must be screened by the use of a parapet or other architectural feature to screen the view from the street or from ground level on adjoining properties.*
- *All exterior electrical or plumbing lines must be painted in a color scheme that matches as closely as possible the color of the structure and the materials adjacent to the lines when visible from the street.*

## ○ Required Licenses & Permits

- All licensing and permits are done through the city's permitting portal [MyGov](#).
- A Solar Contractor License and Solar Permit are required.
- Exterior structure changes may require Architectural Review Board review and approval.

## ○ Required Documents/Plans

- Site Plan with solar panels location clearly labeled with Roof configuration dimensions and planes
- Show electrical Fire classifications meet roof assembly
- Electrical data summary (output voltage, current, manufacturer, manual)
- Roof or Wall mounted Solar PV

## ○ Review Process Timeline

- Plan review is typically completed and approved in 1-3 business days if the application meets all requirements.
- Review comments can be found in your MyGov permit.
- The city does not do accelerated plan review.

## ○ Permit Status & Expiration

- Permit status and expiration date can be found by logging into MyGov and accessing the permit.
- Permits are valid for 180 days.

## ○ Permit Fees

- \$25 Permit processing fee
- \$25 Inspection fee
- Construction fee based of \$7 per \$1000 of estimated construction costs.

## ○ Scheduling Inspections

- Inspections are scheduled in MyGov under the Permit Overview tab. Select the yellow request button, choose the preferred inspection date from the calendar and input the inspection time.
- Time slots are 30 minutes and can be scheduled for a specific time.
- [View scheduling guide](#).

## ○ Additional Questions

- Solar Installation: 314-963-8607
- Permitting and MyGov: 314-963-8602