



# SOLAR INSTALLATION STEP-BY-STEP GUIDE

All permitting done through the [MyGov portal- webmygov.us](http://webmygov.us)

Set up your account as a *collaborator*. Follow the prompts and select **Get Started**.

**Select MAKE NEW REQUEST> CONTRACTOR LICENSE REGISTRATION>SOLAR CONTRACTOR**

**City of Brentwood, MO**

City of Brentwood, MO > Make New Request

**+ Make New Request**

**New Request**  
Select the desired request type from the list below.

**Business License**  
A Business License is required for businesses that operate in the City of Brentwood and/or have a brick and mortar business.

**Contractor License Registration**  
Anyone doing work, or applying for a permit, in the City of Brentwood must have a Contractor License. If you have a brick and mortar business in Brentwood, please apply for a Business License.

**CREDENTIAL MANAGER**

**Registrations**

- Real Estate Agent / Property Manager**  
This registration is for Real Estate Agents/ property managers so they can request occupancy inspections and conduct other permitting requests.
- Homeowner Contractor**  
This application type is for homeowner contractors.
- Electrical Contractor**  
This is an annual registration issued to Electrical Contractors that hold a valid, active state License.
- Mechanical Contractor**  
This is an annual registration issued to Mechanical Contractors that hold a valid, active state License.
- Plumbing Contractor**  
This is an annual registration issued to Plumbing Contractors that hold a valid, active state License.
- Boiler Contractor**  
This is an annual registration issued to Boiler Contractors that hold a valid, active state Boiler License.
- Building Contractor**  
This application is for an annual building contractor.
- Chimney Contractor**  
This application is for an annual chimney contractor.
- General Contractor**  
This is an annual registration issued to General Contractors that hold a valid, active state License.
- Asbestos Contractor**  
This is an annual registration issued to Asbestos Contractors that hold a valid, active state License.
- Pool Contractor**  
This is an annual registration issued to Pool Contractors that hold a valid, active state Pool License.
- Demolition Contractor**  
This is an annual registration issued to Demolition Contractors that hold a valid, active state Demolition License.
- Elevator Contractor**  
This is an annual registration issued to Elevator Contractors that hold a valid, active state Elevator License.
- Fence Contractor**  
Credentialed type required for fence installation.
- Fire Contractor**  
This is an application for an annual fire contractor.
- Roof Contractor**  
This is an annual registration issued to Roof Contractors that hold a valid, active state Roof License.
- Sign Contractor**  
This is an annual registration issued to Sign Contractors that hold a valid, active state Sign License.
- Solar Contractor**  
This is an annual registration issued to Solar Contractors that hold a valid, active state License.
- Street Excavation Contractor**  
This is an application for an annual street excavation contractor.
- Grading Contractor**  
This is an annual registration issued to Grading Contractors that hold a valid, active state Grading License.
- Irrigation Contractor**  
This is an annual registration issued to Irrigation Contractors that hold a valid, active state Irrigation License.

Complete all the required fields and submit. License fees are \$75. The license is good until December 31 and must be renewed annually.

**Select MAKE NEW REQUEST> PERMITS & INSPECTIONS>SOLAR PERMIT**

**City of Brentwood, MO**

City of Brentwood, MO > Make New Request

**+ Make New Request**

**Permits and Inspections**  
Select to apply for your permit. You must have a contractor license PRIOR to applying for a permit.

**PERMITS & INSPECTIONS**

**Permits**

- Occupancy Permit (R)**  
Residential Occupancy Permit- Required for sale of home/condo, new tenants, and change of ownership. Businesses seeking occupancy must apply for a business license. Occupancy for businesses is part of the business license process. Please visit <https://www.brentwoodmo.org/20/Busines-Licenses> for more information.
- Change in Occupancy Permit (R)**  
To add new occupants to already existing Residential Occupancy Permits. The head of household must remain as an occupant to apply for this permit.
- Residential Building**  
This application is for all new homes, remodel work, additions, accessory structures, and sheds. Please note that some applications may require going before the Planning and Zoning Commission, Architectural Review Board, or Board of Adjustment before approval can be granted. A contractor's license is required to pull a permit. Sub-contractors are required to have a license even if they are not the permit holder. Mechanical, Electrical & Plumbing, will need individual permits. The permits can be linked to the main project when they apply. The number of inspections varies by project.
- Commercial Building**  
This application is for all new commercial buildings, tenant finishes, remodel work, additions, and accessory structures. Please note that some applications may require going before the Planning and Zoning Commission, or Board of Adjustment before approval can be granted. A contractor's license is required to pull a permit. Sub-contractors are required to have a license even if they are not the permit holder. Mechanical, Electrical & Plumbing, will need individual permits. The permits can be linked to the main project when they apply. The number of inspections varies by project.
- Brentwood Forest Deck Permit (R)**  
This is an application for a residential Brentwood Forest Deck Permit.
- Brentwood Forest Structural Building Repairs**  
This application is for Brentwood Forest Structural Repair ONLY. Please note that some applications may require going before the Planning and Zoning Commission, Architectural Review Board, or Board of Adjustment before approval can be granted. A contractor's license is required to pull a permit. Sub-contractors are required to have a license even if they are not the permit holder. Mechanical, Electrical & Plumbing, will need individual permits. The permits can be linked to the main project when they apply. The number of inspections varies by project.
- Deck; Fence; Handrail; Concrete Flatwork R/C**  
This application is for all new OR replacement decks, fences, handrails or concrete flatwork/ways residential and commercial. Please note that some applications may require going before the Planning and Zoning Commission or Architectural Review Board if they fall outside the allowed scope of work. These types of projects typically require 2 or more inspections. A contractor's license is required to pull a permit. Sub-contractors are required to have a license even if they are not the permit holder.
- Demolition Permit**  
Use this application for all demolition permits. Please note that some applications may require going before the Planning and Zoning Commission if they fall outside the allowed scope of work. A contractor's license is required to pull a permit. Sub-contractors are required to have a license even if they are not the permit holder. To get the list of addresses for the demolition letter mailing list: <https://itools.maps.arcgis.com/apps/webappviewer/index.html?cm=4ae696e20943a2044430b3a580>
- Mechanical Permit**  
This application covers all mechanical (HVAC) work requiring an inspection by code for residential AND commercial projects. A contractor's license is required to pull a permit. Sub-contractors are required to have a license even if they are not the permit holder. The number of inspections varies by project.
- Electrical Permit**  
This application covers all electrical work requiring an inspection by code for residential projects AND commercial projects. A contractor's license is required to pull a permit. Sub-contractors are required to have a license even if they are not the permit holder. Mechanical, Electrical & Plumbing, will need individual permits. The permits can be linked to the main project when they apply. The number of inspections varies by project.
- Plumbing Permit**  
This application covers all plumbing work requiring an inspection by code for residential projects AND commercial projects. A contractor's license is required to pull a permit. Sub-contractors are required to have a license even if they are not the permit holder. The number of inspections varies by project.
- Fire Safety Systems Permit**  
This application covers all Fire Safety Systems work requiring an inspection by code. The fire alarm system comprises a receiver, automatic sensors, manual transmitters, sound devices, fire doors, fire shutters, smoke shutters etc. The Fire Marshal will do a comprehensive review and inspection to ensure buildings meet the requirements for fire safety.
- Irrigation Permit**  
This application covers all work requiring an inspection by code for residential and commercial irrigation and landscaping projects. This permit typically has 2-3 inspections.
- New Grading Permit**  
This application covers all grading work for new commercial and residential projects. Sit fencing should be installed to prevent runoff. Any runoff that occurs should be cleaned up immediately. A contractor's license is required to pull a permit. Sub-contractors are required to have a license even if they are not the permit holder. The number of inspections varies by project.
- Permanent Sign Permit**  
Use this application for all sign permits. Provide a business name if applicable. A contractor's license is required to pull a permit. Sub-contractors are required to have a license even if they are not the permit holder. Electrical will need individual permits. The permits can be linked to the main project when they apply.
- Temporary Sign & Banner Permit**  
Use this application for all sign permits. Provide a business name if applicable. A contractor's license is required to pull a permit. Sub-contractors are required to have a license even if they are not the permit holder. Electrical will need individual permits. The permits can be linked to the main project when they apply.
- Pool/Spa/ Hot Tub Permit**  
Use this application for pools, spas and hot tubs. Please note that some applications may require going before the Planning and Zoning Commission, or Board of Adjustment before approval can be granted. A contractor's license is required to pull a permit. Sub-contractors are required to have a license even if they are not the permit holder.
- Retaining Wall**  
This permit type is for retaining walls of all types. A permit is required for all walls that are 4 feet tall (this includes the footing) or more. A contractor's license is required to pull a permit. Sub-contractors are required to have a license even if they are not the permit holder. The number of inspections varies by project.
- Solar Permit**  
This application is for all new solar installations. A contractor's license is required to pull a permit. Sub-contractors are required to have a license even if they are not the permit holder. The number of inspections varies by project.
- Street Excavation/Curb Cut**  
This application covers all street excavation and curb out work requiring an inspection by code for all projects. A contractor's license is required to pull a permit. Sub-contractors are required to have a license even if they are not the permit holder. These types of projects typically require 2-3 inspections.

# COMPLETE THE FIELDS. FIELDS WITH AN \*ASTERICK\* ARE REQUIRED

**Project Title:**  
Solar Permit

**Location:**  
Address: Brentwood City Hall, 2348 S Brentwood Blvd, Brentwood, MO 63144

**Existing Projects for this Location:**  
Business License 0  
Permits & Inspections 0

**Credentials:**  
+ Solar Contractor \*

**Field Name:** Description of Work \*  
Value: Solar installation at 2348 S Brentwood on flat portion of the roof West side

**Select:** \*  
Commercial

**Manual Specs:** \*  
+ Upload A Document  
Accepted File Types: PDF

**Rafter Spacing:** \*  
24"

**Project Cost:** \*  
5000

**Property Owner:** \*  
City of Brentwood

**Property Owner Phone Number:** \*  
314-963-4800

**Property Owner Email:** \*  
infor@brentwoodmo.org

**1st Submittal Building Plan:** \*  
+ Upload A Document  
Accepted File Types: DOC, DOCX, PDF, JPG, JPEG, PNG

**Boundary Survey:** \*  
+ Upload A Document  
Accepted File Types: DOC, DOCX, PDF, JPG, JPEG, PNG  
Add Camera Snapshot: [Icon]

**Building - Floodplain:** \*  
No

**Building - Floodway:** \*  
No

**Additional Documents:**  
+ Upload A Document  
Accepted File Types: DOC, DOCX, PDF, PPT, PPTX, JPG, JPEG, GIF, PNG

**Engineered Truss Drawings:**  
+ Upload A Document  
Accepted File Types: JPG, JPEG, PNG, PDF, DOC, DOCX

**Revisions:**  
+ Upload A Document  
Accepted File Types: PDF

**Approved Architectural Review Board Plans As Noted:**  
+ Upload A Document  
Accepted File Types: DOC, DOCX, PDF, JPG, JPEG, PNG

**ARB Approved as Submitted:**  NO

**Estimated permit fees will be shown.**

**Click to agree to Terms. Click to Sign. Click to Submit the application.**

**Department Approved Plans**  
This is the location to store the reviewed and approved set of building plans.

Accepted File Types: .JPG, .JPEG, .PNG, .PDF, .DOC, .DOCX

Upload A Document

Fee:	Quantity:	Unit Price:	Total:
Permit Processing Fee	1	\$25.00	\$25.00
Construction Fee	1	\$35.00	\$35.00
Inspection Fee	1	\$25.00	\$25.00
			<b>\$85.00</b>

Accept All Terms

I certify that I have read and examined this application and know the same to be true and correct.

I understand that the granting of this permit does not presume to give authority to violate or cancel the provisions of any other state or local laws.

Signature:

Your permit application and steps will be shown as below.

Started: 01/29/2025 at 1:25 PM | Elapsed time: 1 month 18 days 20 hours 47 mins | Expires: 07/29/2025, Time Remaining: 4M 12d 2h 38m | Go back

### #25-00012 - Solar Permit Permit Issued

Project Type: Solar Permit | Department: Permits and Inspections | Applicant: [Redacted] | Permit Holder: [Redacted] | Project Manager: Whitney Kelly

Overview | Reviews | Inspections | Payments | Documents

ADDRESS: Brentwood, MO USA 63144 | DESCRIPTION: Install roof mounted solar panels | PROJECT VALUATION: Valuation: \$18,000.00

Project Steps | Information Fields | Fees | Credentials | Correction Items | Terms

STEP	Type	Assigned To	Status	Actions
STEP 00	Request	John Benisch	Accepted	
STEP 01	Initial Application Review	Chris Bruss	Approved	
STEP 02	Assess Building Permit Fees	Chris Bruss	Approved	
STEP 03	Permit Payment Due	John Benisch	Paid	
STEP 04	Issued Permit-Document	Isabel Klopfenline	Issued	
STEP 05	Final-All related permits.	Chris Bruss	Pending Request	<b>Request</b>
STEP 06	Certificate of Completion	Jessica Slute		
STEP 07	Archive	Isabel Klopfenline		

To schedule inspections:

**SELECT THE YELLOW REQUEST BUTTON.**

**SELECT DATE AND REQUESTED TIME.**

**ENTER LOCKBOX CODE AND OTHER INFORMATION THAT IS HELPFUL FOR THE INSPECTOR.**

***A LADDER MUST BE PROVIDED FOR SOLAR INSPECTIONS.***

When all inspections have been approved, the permit will be archived.