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## Photovoltaic Installation Plan Checklist for permit fees

In order to process your permit application in an expeditious manner you must provide *all* the required information regarding your proposal. Incomplete applications will take significantly longer to process. If you have questions please contact us using the information provided at the bottom of this sheet.

### The following information will be required:

- A complete Expedited Solar Permit Application
- The installing contractor name, license type, and number
- An application fee (required with all applications and also serves as the price of the permit)

### A complete application and plans should include the following:

- A e-permit application and drawings with:
  - The location of the proposed installation
  - Verification of approval or modifications from an Licensed State of Minnesota Structural Engineer about the strength of the structure to which the installation will be attached.
  - Any strengthening of roofs that must take place to ensure structural safety (if applicable)
  - Information about the mounting system that will be used to construct the array
  - Any zoning related information that may impact the installation
- A to-scale site plan showing:
  - Equipment locations
  - Types of panels and inverters
  - Types and sizes of conduits and conductors
  - Lengths of runs
  - A grounding diagram showing electrodes and grounding electrode conductors
- A wiring diagram showing:
  - All circuitry
  - Equipment
  - Fusing

- Points of connection
- Disconnects
- Array wiring
- Equipment grounding
- Cut sheets and instruction manual for the inverter with the applicable model numbers highlighted and the UL or comparable listing noted.
- Cut sheets for the PV modules, which need to include  $V_{OC}$  rating,  $I_{SC}$  rating,  $P_{MAX}$ , maximum series fuse rating, voltage at  $P_{MAX}$  and current at  $P_{MAX}$ .
- Cut sheets on batteries, if applicable, and connection diagrams with cable sizes.
  - Identify:
    - Battery fusing and fuse holders
    - Amp hour of battery bank
    - Charge capacity of charge system
    - Details for battery storage and venting
- Identify wire types and connectors of all cables.
- Provide details for array mounting and engineering for the supporting structure.
- Verify the ability of PV systems installed on three phase supplied systems to cease to export power on loss of voltage in any phase.
- Show all warning signs and their locations.

**Ensure that all required materials have been completed and compiled and submit them:**

- Online: City of Apple Valley Minnesota. For answers to the online permitting and downloading process please contact our main number at (952)953-2588 or email [inspect@ci.apple-valley.mn.us](mailto:inspect@ci.apple-valley.mn.us)
- **For answers to questions for electrical work please contact electrical inspector Mike Hawke by phone (952)997-6822 or email [einspector58@gmail.com](mailto:einspector58@gmail.com)**