

NOTICE TO ALL RESIDENTIAL SOLAR PANEL CONTRACTORS

The Permit Center has adopted a new plans-on-file (POF) process for residential Solar Panel building permit applications. **The process is restricted to roof mounted systems.**

If you are filing plans for plans-on-file, the following procedure shall be followed:

- Submit Three (3) sets of complete solar panel drawings with a building permit application to the Permit Center.
- The manufacturer's specifications, schematic equipment design and roof connection details must be signed & sealed by Maryland Registered Engineer. The Engineer's stamp must include the following professional certification statement:

“I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed Professional Engineer under the laws of the State of Maryland, License No. _____, Expiration Date: _____.”
- Residential Solar panel systems shall conform to 2018 IRC Section R324.
- The plans will be reviewed, and the reviewer will stamp the drawings approved. Two copies will be returned to the applicant when the building permit is issued.
- The approved POF building permit number must be referenced for subsequent permit applications.

NOTE: Any changes to the POF submittal such as different equipment manufacturers, installation details or different solar systems must be submitted and reviewed as a new POF submittal package. It is the applicant's responsibility to be aware of any change affecting the design.

The following process shall be followed when filing for subsequent permits covered under the POF Permit:

- Submit a completed building permit application and reference the approved POF building permit number in the description of work on the permit application.
- Submissions may be made at the Permit Center or on-line at <https://www.aacounty.org/departments/inspections-and-permits/permit-center/online-permit-application-form/index.html>
- Submit three sets of the roof plans showing the location, number and size of the solar panels.
- Different roof layouts can be submitted for review of roof access and pathways, while still utilizing the POF for the roof connection and manufacturer's equipment and specifications. Applicant to submit three (3) sets of drawings with a building permit application showing the roof solar layout while referencing the POF permit number for the other aspects already reviewed.