

## 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 in person to the Permit Center.
- The manufacturer's specifications, schematic equipment design and roof connection details must be signed & sealed by a registered design professional engineer certified in the State of Maryland. 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. \_\_\_\_\_, and Expiration Date: \_\_\_\_\_."

- Residential Solar panel systems shall conform to 2015 IRC Sections R324.3 through R324.4.1
- These 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.

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 <http://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.

**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.

Effective 7/01/2016

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