



OFFICE OF  
**SUSTAINABILITY**  
A Division of Develop Louisville

## Permitting Checklist for Installing Solar on your Home or Business

Adding solar panels to your home or business can be intimidating. Use this checklist to facilitate an easy installation. If you have questions along the way, contact Construction Review at 574-3321 or the Office of Sustainability at 574-6285.

Ground-mounted systems only require an electrical permit. Roof-mounted systems require an electrical permit and a simplified building permit. Follow the checklists below to ensure proper documentation when applying for permits to install your solar array.

### Checklist for Ground-Mounted Solar Installations

- Obtain an electric permit. Electrical permits are issued the same day as the application is submitted. Submit an electrical permit application using the appropriate method:

Permit Applicant	Method for Submitting Electrical Permit Application
Property Owner	In person at the permitting office located at 444 S 5th Street
Licensed Contractor	In person at the permitting office located at 444 S 5th Street or Mail <a href="#">this application</a> to Develop Louisville Permits, 444 S 5th Street, Louisville, KY 40202 or Complete the application through the <a href="#">online permitting system</a>

- Pay the permit fee. Fees for electrical permits start at \$50. Exact cost is confirmed during the review and payments are required at the time of permit issuance.
- Pass inspection. Request an inspection of your completed installation. Information on how to request an inspection is available on Construction Review's [Request an Inspection webpage](#). Expect a wait of three to four days for an inspection. Times may vary depending on staff workload and complexity of the application.

More information on electrical permits is available on Construction Review's [Electric Permits webpage](#).



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### Checklist for Roof-Mounted Solar Installations

- Obtain an electrical permit. Electrical permits are issued the same day as the application is submitted. Submit an [electrical permit application](#) using the appropriate method:

Permit Applicant	Method for Submitting Permit Application
Property Owner	In person at the permitting office located at 444 S 5th Street
Licensed Contractor	In person at the permitting office located at 444 S 5th Street or Mail the application and any supporting documentation to Develop Louisville Permits, 444 S 5th Street, Louisville, KY 40202 or Complete the application through the <a href="#">online permitting system</a>

- Obtain a simplified building permit. Most simplified building permits can be obtained the same day the application is completed. Anticipate four to five business days for complete review and issuance of the simplified building permit. Submit the following information using the appropriate method listed in the table above:
  - [An application](#)
  - A simple diagram drawn to scale of the roof with panels shown in location and number. The diagram should also indicate the framing of the roof (e.g., 2x8's at 16" with 12' spans).
  - Manufacturer's specifications (e.g., spec sheet) on the system including weight of the system and the attachment method.  

Please Note: a structural engineer analysis will be required for very unique situations such as unusual framing or loading condition. This requirement will be determined on a case-by-case basis after the initial application.
- Pay permit fees. Fees for electrical permits and simplified building permits start at \$50 each. Exact cost is confirmed during the review and payments are required at the time of permit issuance.
- Request an inspection of your completed installation. Information on how to request an inspection is available on Construction Review's [Request an Inspection webpage](#). Expect a wait of three to four days for an inspection. Times may vary depending on staff workload and complexity of the application.