



SOLAR PERMIT CHECKLIST: RESIDENTIAL SOLAR PHOTOVOLTAIC (PV) SYSTEMS

The following checklist was created for your convenience and may be used to organize your application. Mark each item to verify it was included in your submittal. This checklist need not be submitted.

Applications for residential rooftop and ground-mounted solar PV systems and solar technology like batteries require approval from the [City of Akron Plans & Permits Center](#) and a permit from the [County of Summit Department of Building Standards](#). You may apply for each concurrently, but County permit issuance is contingent on City approval. Once the City grants approval, you must forward notice of approval to Summit County to acquire the County permit.

Residential Solar PV Systems include rooftop and ground-mounted solar PV systems and additional solar technologies (e.g., batteries). You must acquire the following approval and permit to install these systems:

1. **RESIDENTIAL DWELLING ADDITION/ACCESSORY APPROVAL** – *City of Akron Plans & Permits Center*
2. **RESIDENTIAL PLAN REVIEW ALTERATION PERMIT** – *County of Summit Department of Building Standards*

Residential Solar PV System - Application Steps

APPLY FOR RESIDENTIAL DWELLING ADDITION/ACCESSORY APPROVAL – *City of Akron Plans & Permits Center*

☐ **Complete Online Application**

- Apply through the City's online application [portal](#).
- List solar PV and solar technology contractor(s). Contractors must be licensed by the State of Ohio and [registered](#) with the Plans & Permits Center.
- Acquire a Certificate of Appropriateness for historic properties if necessary.
 - ☐ If you are unsure if your building is a historic property or located in a historic district, contact the City of Akron Department of Planning and Urban Development at 330-375-2090 or zoning@akronohio.gov.
 - ☐ For more information, review the Installing Solar Photovoltaic (PV) Systems on Historic Buildings of in Historic Districts document.
- Submit system plans electronically in PDF format. Include:

- A **site plan** detailing the: (a) location of all solar PVs and solar technologies to be installed; (b) distances between all major property components including structures and underground utilities. Call 811 for underground utility location information.
- **Submit Online with Application Fee to Initiate Review**
 - Submit system plans through the City's online application portal.
 - Application Fee: \$50.00.
 - Review can take up to 14 days.
- **Schedule an Inspection**
 - Inspections are only required for ground-mounted systems. There is no inspection requirement for residential rooftop solar PVs. To schedule an inspection, call the Akron Plans & Permits Center at 330-375-2055.
- **Once Approval is Granted, Notify the County of Summit Department of Building Standards**

APPLY FOR RESIDENTIAL PLAN REVIEW ALTERATION PERMIT – *County of Summit Department of Building Standards*

- **Complete Online Application**
 - Apply through the County's online application [portal](#).
 - Complete all required sections of the application in the online portal.
 - Submit solar PV and solar technology system plans electronically.

Include:

 - A **site plan** detailing the intended location of all solar PVs and energy storage systems.
 - An **electrical diagram** showing solar PV and energy storage system configuration, circuit details, and wiring systems.
 - A **statement from a structural engineer** that rooftop solar PVs will not add more weight that the roof can sustain.
- **Submit Online Application Fee and Permit Fee to Initiate Review**
 - Plan Review Fee: \$32.30
 - Permit Issuance Fee: \$108.05
 - Review time is 5 days.
- **Schedule First Inspection** – Schedule first electrical inspection once electrical diagrams are complete through the application portal or by calling 330-630-7280.
- **Schedule Final Inspection** – schedule final inspection *once all components of solar PV installation project are complete* through the application portal or by calling 330-630-7280.