



## PERMIT APPLICATION PROCESS CHECKLIST

### SOLAR PANEL

Application Examiner: \_\_\_\_\_ Application Number: \_\_\_\_\_ Date: \_\_\_\_\_

REQ'D	REC'D	
		<a href="#">Application for Permit to Construct or Demolish</a>
		<a href="#">Letter of Authorization</a> signed by property owner, if applicable
		<a href="#">Schedule 1 Designer Information</a>
		1 set of detailed site plans (showing all buildings within lot lines, north indicator, road, indicate: <ul style="list-style-type: none"> <li>• the location and number of panels</li> </ul>
		1 set of engineered drawings /or report on existing structure confirming the structure can sustain the additional loading or that alterations are required and proposed
		1 set of installation procedure, details of attachments
		Assess if any additional information is required which is not shown on the Checklist
		Assess if anything on the Checklist is not required for the project being reviewed

**To apply for a permit, the following items are required:**

This checklist constitutes a preliminary review to determine suitability of building permit application package only. A further review will be completed by the Zoning Examiner and Plans Examiner, at which time more information and/or amendments to the drawings may be required.

Please review the refund policy for building permits: [Building By-law 2021-0019](#) Section 16.