

# **DRAFT**

## **Solar Permit Guide for Residential Photovoltaic Systems**

The pre-submittal checklist below contains the minimum information and project plan details required to be submitted to the Village of South Russell Building Department when applying for a permit to install residential and nonresidential solar photovoltaic (PV) system.

The intent of using the checklist is to provide transparent and well-defined information to minimize the number of required revisions, improve permit application quality, and accelerate the application and review process.

### **Codes and Design Criteria**

Specific information regarding code requirements and design criteria can be located in section RCO 105.1 & 107.2 of the village's Code of Ordinances.

South Russell has adopted the following codes:

National Electric Code

State Fire Code

### **Required Permits**

A Solar Panel Permit/Building Permit must be obtained prior to the start of any work.

The permit, administered by the Building Department, will include review and approval from the Building Department. The Building Department is responsible for applying the planning and zoning code regulations, if any, and will also review the structural and electrical components of the application. Applications/Permits are required for the following:

- One (1) complete set of drawings which include Electrical and Placement of the panels
- Electrical Permit
- Application for Building Plan Approval and Permit
- Letter of approval from the local HOA (If applicable)

### **Required Documents**

#### **Site Plan**

The site plan should include all set back measurements from neighboring property lines, structures, etc.

It should show the location of major components on the property.  
The site plan drawing need not be exactly to scale.  
It should represent relative location of components at the site.  
Location of power distribution equipment as well as equipment specifications  
The location of the installation along the roof line

#### Electrical Diagram

The electrical diagram/worksheets should PV and energy storage system configuration, wiring system, overcurrent protection, inverter, disconnects, required signs and AC connection to the building.  
It should also include a one-line diagram indicating Conduit type, size, burial depth (if applicable), Conductor types and sizes  
Grounding and bonding details

#### Specific sheets and installation manuals (if available)

Provide spec sheets and manuals for all manufactured components including, but not limited to, PV modules, inverter(s), combiner box, disconnects, and mounting system

#### Any other additional documentation deemed necessary

Architectural Elevations  
Existing Conditions  
Photos  
Aerial imagery  
Structural calculations stamped by a registered design professional for roof mounted systems

#### **Contractor Requirements**

The contractor must be registered with the Village of South Russell.  
Contractor Registration is available online and administered by the Building Department.  
A \$1,000 contractor provided construction deposit is held until inspector passage.

#### **Permit Fees**

Fees are established by the village and included as a part of the permit application. Once the application is submitted and approved, by the Building Department, the applicant will be notified. The current permit fee is \$200 as of (1-1-2026) which included a mandated \$1 state of Ohio assessment fee. Fees can be paid online or in person at 1208 Bell Road. Cash and checks are also accepted.

#### **Submit Permit Application**

Submit the permit in-person to the Building Department

#### **Permit Status**

To check your permit status call Ruth at 440-338-1312

**Review Process Timeline**

The Village is committed to providing a timely review of solar PV permit applications. Turnabout times can be impacted by various issues which can cause unforeseen delays that may impact turnabout time. Some of these circumstances include incomplete applications, contractor registration, staff workloads, vacations, and sickness.

**Permit Status**

To check your permit status please call the Building Department (440-338-6700).

**Permit Expiration**

Permits expire one year after date of issue. Failure to start work authorized by a permit within the six-month period renders the permit invalid and a new permit must be obtained.

**Scheduling an Inspection and the Inspection Process and Permit Closeout:**

Solar PV systems require a final inspection for both electrical and building to close out the permit process

Contact the Building Department for an inspection

**Contact Information**

Ruth Griswold, Building Department Administrator  
440-338-1312

[building@southrussell.com](mailto:building@southrussell.com)

Monday- Thursday 8-4

Friday 8-12

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