

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
buillding@southrussell.com
Monday- Thursday 8-4
Friday 8-12
1208 Bell Road
Chagrin Falls, Ohio 44022