

Solar Permit Application Process

This document is to be used as a checklist for understanding Lafayette’s Solar Permit Process and provides detailed instructions on submission requirements and how to submit your application. The solar contractor should work with Xcel Energy for coordinating the interconnection process. To learn more about Xcel’s interconnection process see [Xcel Energy: How to Interconnect](#). Any questions concerning solar permits, inspections, or the plan review should be directed to [Jodi Breece](#) or calling 303-661-3532.

I. How to Submit Your Application:

1. Email your application and plans to buildingpermits@lafayetteco.gov submittals must be combined into one document with application page being first.

II. Requirements and Documents to Submit:

1. A completed [Building Permit Application](#);
 - In the building permit application under ‘detail description’, at a minimum include size of the system (kW DC), type of system (residential, or non-residential), and if the system is roof mount or ground mount.
2. One sets of plans no larger than 11”X17” in size of the following structural and electrical requirements:
 - **Structural Requirements**
 - Site and roof plans showing the location of all equipment including setbacks for ground mount systems.
 - Structural plans with an engineer’s calculations, and evaluation.
 - All diagrams and the engineer’s evaluation letter must be stamped and signed by a Colorado licensed engineer showing existing structure compliance with 30 lbs. Snow load and 105 mph 3 second gust factor wind load.
 - The roof plan should show the roof layout, PV panels and the following fire safety items: approximate location of roof access point, location of code-compliant access pathways, PV system fire classification and the locations of all required labels and markings.
 - **Electrical Requirements**
 - All work shall comply with the 2023 National Electric Code without amendments.
 - One-line standard electrical diagram, site specific, which includes arrangement of panels on the roof or ground, north arrow, lot dimensions and distance from property lines to adjacent buildings/structures (existing and proposed).
 - Equipment schedule including listings.
 - Specify grounding/bonding, conductor type and size, and number of conductors in each section of conduit.

- Total number of PV modules, number of modules per string and the total number of strings.
- PV module ratings
- Inverter ratings
- Signs for DC disconnect, inverter OCPD, and others as required
- If batteries are to be installed, include them in the diagram and show their locations and venting

III. **City reviews Solar System Application**

- The goal of the department is to have all applications reviewed and permits issued within 3 business days.
- The Lafayette Building Department will contact you when your permit is ready.

IV. **Solar Permit Fee is Assessed**

- Lafayette's solar permit fee is a flat \$63 (Building + Electrical Inspection). In addition to this flat fee, contractors can expect a city and county use tax. For details see [Lafayette's fee schedule](#).

V. **Solar Permit is Issued**

- Payment is due when permit is ready to issue. You will receive an invoice from no-reply@web.mygov.us. You can pay online with your MyGov Account, drop off a check in the city's water utility payment box, mail a check, or pay in person. The installation process can begin for the contractor once the permit has been issued by the City.

VI. **An Inspection of the Installed Work is Performed**

- To eliminate excessive inspections, we provide an integrated inspection of both electrical and structural components for most systems.
- Before scheduling, we encourage you to complete the inspection checklist to ensure your system is ready for inspection.
- Solar PV inspections are available Monday through Friday from 9-4 p.m.
- To schedule an inspection, sign into your MyGov account and schedule online, or you can call the inspection request line, 303-604-3822, any time before 6 a.m. the day of the inspection, be prepared to state the permit number, job address, type of inspection needed, contact name and contact phone number.
- Provide a Rapid Shutdown Certification on company letterhead showing the results of the 10 second shutdown, who performed the test, and their Master License Number attached to inspection record card at time of Final Inspection.