

Building Permit Application Checklist

Photovoltaic Solar Panel

Building Department: 604-990-2480, building@dnv.org

Complete this form and attach it to the permit submission documents

*Documents **must** be named in accordance with the DNV standards found [HERE](#)*

DRAWINGS REQUIRED AT APPLICATION INTAKE

- ☐ Site Plan (scale 1/8" = 1')
 - ☐ Outline of the building(s) showing roofline and overhangs
- ☐ Roof Plans (scale 1/8" = 1')
 - ☐ Setbacks of each solar panel line to edge of roof (must comply with Part 4C in the [Zoning Bylaw](#))
- ☐ Exterior Elevations or Cross Section (scale 1/4" = 1')
 - ☐ Height projection off roofline (must comply with Part 4C in the [Zoning Bylaw](#))
- ☐ Solar Panel Specifications (scale 1/4" = 1')
 - ☐ System components and specifications
 - ☐ Solar panel installation – loading and attachment details
- ☐ Structural (scale 1/4" = 1')+
 - ☐ Drawings to be sealed and signed by a professional engineer with indication of code compliance to Part 9, Part 4 of BCBC or CWC using the following statement:
"structural design and lateral resistance in accordance with _____"

DOCUMENTS REQUIRED AT APPLICATION INTAKE

- ☐ Building permit application – **Signed by the owner**
- ☐ [Master Requirements Questionnaire](#)

Letters of Assurance and documents from the following professional's schedules must be correctly addressed identifying the discipline and items

- ☐ Structural Schedule B with [confirmation of liability insurance](#) and a copy of their insurance

Note: The items on this list are minimum submission requirements. Additional documents and drawings may be required at any point during the building permit process.