

Permit Checklist

Permit Type: **Electrical Solar Panels**

FORMS YOU MAY NEED

[Site Sketch](#)

Zoning Verification (Ground Mount Systems)

- We must have an aerial photo, plat or [site sketch](#) of the property with the proposed location of the project, the distances from all property lines, and if applicable, where the drain field and septic tank are located. Please have this ready **BEFORE** applying for your permit. This **MUST** be uploaded under the “Site Sketch” submittals. *Please note, the Towns of Brookneal and Altavista handle their own zoning permits. You will need to contact their office if your project is in the town limits.*

Building Permit Details (Info needed prior to applying for permit)

- Project description and scope of work.
- Confirm the name of the power company.
- Have power company work order number prior to applying for building permit.
- General Permit Information: Owner name and contact info, property address, etc.
- General Contractor Information. Property Owners can act as the general contractor. *Sub-Contractors are not required to be listed.*
- (1) ONE complete set of construction drawings is **REQUIRED** to be uploaded to “Structural Drawings” in submittals.