



## RESIDENTIAL SOLAR PANEL CHECKLIST

### GENERAL INFORMATION NEEDED:

- A fully completed alteration permit application, providing the following information:
  - Project address
  - Owner’s name, address, phone number
  - Plan preparer’s name, address, phone number
  - Description of proposed work, including both solar equipment installation and all associated construction
  
- A fully completed electrical permit application.
  - Electrical permit costs vary based on projects. Contact Sloth Inspections to inquire about electrical permit costs.

### REQUIRED DRAWINGS and PLANS:

Provide stamped plans from the structural engineer, specifically addressing the subject property, explaining its roof structure, any required modifications, as well as method of installation of the solar collector on subject property.

Provide construction plans denoting the roof structure and any modifications to the structure if required including:

- Method of installation of solar collector on the subject property.
- Site plan indicating the buildings and features of the property (see example). The site plan shall show the following:
  - Property line locations
  - Location of all structures
  - Setback from property lines
  - Location of solar panel installations
  - Solar panel setback dimension from the peak and all edges of the roof. (To avoid turbulence and uplift, the suggested set back from edges/ridges is 2” per 1” lift from roof surface. E.g., for an array which is mounted 4” off the roof surface, there would be an 8” setback.)
  - Main service location
  - Solar easement across adjoining properties (if applicable)
- Building cross section detail (see example) with complete notation of method of fastening equipment to the roof of the subject property, including the following details:
  - Identification of rafter size, spacing, and span dimension
  - Approximation of roof slope
  - Identification of style, diameter and length of embedment of bolts (i.e. 5/16th” lags with minimum 3” embedment into framing, blocking, or bracing.)

Signature of Contractor or Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner (if owner builder): \_\_\_\_\_ Date: \_\_\_\_\_

## **WHEN APPLYING FOR AN ALTERATION PERMIT**

Alterations are general remodeling without adding to the building's footprint.

1. Permit application completed and signed.
2. Two sets of detailed building plans or blueprints.
3. Other information may be required by the Building Inspector.
4. Check septic system for number of bedrooms.

## **ADDITIONAL INFORMATION**

**SMOKE ALARMS:** When alterations, repairs or additions to the interior of a house requiring a permit, or when one or more sleeping rooms are added or created in existing dwellings, the dwelling shall be equipped with smoke alarms located as required for new dwellings; the smoke alarms shall be interconnected and hard wired, if the room is already finished, the wires shall go through the attic, crawl space or basement. If the entire room is finished and there is no attic, crawl space, basement or other unfinished room to run wires to the smoke alarms, than battery operated smoke alarms would be permitted.

**CARBON MONOXIDE ALARMS:** All homes must have an approved and operational carbon monoxide alarm installed within ten (10) feet of each sleeping room.

**SEPTIC SYSTEMS:** Septic systems may need to be upgraded before a permit is issued. If you have any questions, please contact the Building Department.



2241 221<sup>st</sup> Ave. NE • East Bethel, MN 55011  
Phone: (763) 367-7844 • Fax: (763) 434-9578

## PERMIT APPLICATION FOR ALTERATION, BASEMENT FINISH, REMODEL, OR REPAIR

JOB ADDRESS: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

General Contractor (If being used): \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Contractors Lic. #: \_\_\_\_\_

Contractor's lead certification number for pre 1978 structures: \_\_\_\_\_

**SELECT TYPE OF WORK:**  Alteration  Basement Finish  Remodel  Repair

**SELECT AREA(S) OF WORK:**  Basement  Main Floor  Upper Floor  
 Garage  Other: \_\_\_\_\_

Total Sq. Ft. in each area of work: \_\_\_\_\_ Existing number of bedrooms: \_\_\_\_\_

Description of work being done: \_\_\_\_\_

Is a gut rehab required for repair work:  No  Yes

Are you adding any bedrooms:  No  Yes: how many: \_\_\_\_\_

**Valuation of Work\* \$** \_\_\_\_\_

*\*Based on cost of material and labor as if you were to hire a contractor.*

**TOTAL \$** \_\_\_\_\_

*\* Permit Cost will be calculated based on Valuation of project per 1997 UBC Table 1-A. You will be contacted with total due once project has been approved.*

SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING AND A/C, FIREPLACE, AND FIRE SPRINKLERS. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

SIGNATURE OF CONTRACTOR \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF OWNER (IF OWNER BUILDER) \_\_\_\_\_ DATE \_\_\_\_\_

BUILDING APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

ZONING APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_



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Permit # \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Paid by: Contractor or Homeowner  
 Check #: \_\_\_\_\_ or CC

## REQUEST FOR ELECTRICAL INSPECTION (REI): ONE- AND TWO-FAMILY DWELLINGS

Fields marked with an asterisk*are required (as applicable). Incomplete, inaccurate, or illegible forms may be returned to the submitter.		*Today's Date	
*Check One: <input type="checkbox"/> Contractor or <input type="checkbox"/> Homeowner		*Check One: <input type="checkbox"/> New Bldg. or <input type="checkbox"/> Existing Bldg.	
*Check One: <input type="checkbox"/> One-Family Dwelling (homeowner or contractor) OR <input type="checkbox"/> Two-Family Dwelling (contractors only) <i>(It is unlawful for homeowners to perform electrical work on property that is rented, leased or occupied by others)</i>			
*Project Address			
*Owner Name		*Owner Phone	
*Company Type (check one box): <input type="checkbox"/> Electrical Contractor <input type="checkbox"/> Technology System Contractor			
*Contractor Company Name		*Contractor Company License Number	
*Contractor Company Address	*City	*State	*Zip Code
Email (if applying by mail/email/fax than permit will be emailed to you):			
*Company Phone		*Contact Person & Phone Number	
*Project Description (Scope of work, service size, quantity of feeders and circuits, job numbers, or other vital information)		*Single Inspection Other than Rough-in? <input type="checkbox"/> Ready Now or <input type="checkbox"/> Will Schedule	Rough-in inspection Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
TOTAL INSPECTION FEE from REI fee worksheet (on reverse side), or \$40 multiplied by the number of required inspection trips, whichever is greater. A surcharge of \$1 is imposed on every permit per M.S. § 326B.148, in addition to the inspection fee.		Enter Inspection Fee Here >> (see reverse side for fees)	\$
		+ Surcharge Fee >>	\$ 1.00
<b>Total (Inspection Fee plus Surcharge Fee)</b>			\$

**Electrical Inspector: Andy Sloth (763) 421-2360**  
**Calls taken 7-8:30 a.m. Monday - Friday or go to [slothinspections.com](http://slothinspections.com)**

**Please submit this application with applicable fees to:**

We accept cash, check and credit; there is a 1.99% credit card convenience fee. You can call (763) 367-7844 and provide your credit card information over the phone. If you are faxing in an application, there is a credit card authorization form available on the same webpage as the permit applications and it can be faxed into our secure fax line. DO NOT EMAIL THE CREDIT CARD AUTHORIZATION FORM AS OUR EMAIL IS PUBLIC DATA.

Mail or in person	East Bethel City Hall, ATTN: Permits 2241 221 <sup>st</sup> Ave NE, East Bethel, MN 55011
Email	<a href="mailto:building@ci.east-bethel.mn.us">building@ci.east-bethel.mn.us</a> (do not send payment info via email, please call after emailing the permit)
Fax	763-434-9578

Requests for Electrical Inspection (REI) with a fee of \$250 or less expire 12 months from the filing date. The installer must have the work completed within the 12 month period or submit another REI that includes the inspection fee for the uncompleted work. Inspection fees do not carry over from an expired REI to a new REI. A service charge of \$30 will be added for all dishonored checks.

**REI FEE WORKSHEET - This worksheet will indicate the cost of the permit (plus the \$1 state surcharge)**

<b>Minimum Fee</b>	Minimum permit fee is \$40 plus the \$1 state surcharge. This is for one inspection only. Minimum fee for rough-in inspection AND final is \$80 plus \$1 state surcharge.	
<b>Maximum Fee</b>	Maximum fee for single family dwelling or townhouse not over 200 amps is \$175 plus \$1 state surcharge. Maximum of three inspections.	
<b>Re-inspection fee in addition to all other fees</b>		\$40
<b>Residential panel replacement</b>		\$100
<b>Residential sub-panel replacement</b>		\$40
<b>New service or power supply</b>	0 to 300 amps	\$50
	400 amps	\$58
	500 amps	\$72
	600 amps	\$86
	800 amps	\$114
	1000 amps	\$142
	1100 amps	\$156
	1200 amps	\$170
		Add \$14 for each additional 100 amps
<b>Circuits and Feeders</b>	0 to 30 amps	\$8
	31 to 100 amps	\$10
	101 to 200 amps	\$15
	300 amps	\$20
	400 amps	\$25
	500 amps	\$30
	600 amps	\$35
	700 amps	\$40
		Add \$5 for each additional 100 amps
<b>Swimming Pools</b>	Includes two inspections	\$80 plus circuits
<b>Additions, remodels, or basement finishes</b>	Includes up to 10 circuits and two inspections	\$80
<b>Accessory Structures</b>	\$50 for panel plus \$8 per circuit OR \$80 for two inspections	
<b>Apartment Buildings</b>	Fee per unit of an apartment or condominium complex is \$70. This does not cover service, unit feeders or house panels.	
<b>Retro fit lighting</b>		\$0.65 cents per fixture
<b>Traffic Signals</b>		\$7 per each standard
<b>Street and parking lot lights</b>		\$4 per each standard
<b>Transformers and generators</b>	Up to 10 KVA	\$10
	11 to 75 KVA	\$40
	75 to 299 KVA	\$60
	Over 299 KVA	\$150
<b>Sign Transformer</b>		\$8 per transformer
<b>Remote Control and Signal Circuits</b>		\$0.75 cents per device
<b>The permit fee is doubled if the work starts before the permit is issued.</b>		