

## Residential solar PV system permit checklist

The pre-submittal checklist below contains the minimum information and project plan details required to be submitted to Coon Rapids when applying for a permit to install a 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

Coon Rapids has adopted the latest editions of the Minnesota State Building Code and the Minnesota State Residential Code.

The following local design criteria should be used:

- Max wind speed - 90 MPH
- Max snow load - 40 PSF
- Frost depth - 42" minimum
- Soil bearing - 2000 PSF

### Required Permits

A permit must be obtained prior to the start of any work. Complete the following permit application form(s) and submit any additional required documents.

Solar PV System (residential or commercial/non-residential):

- Solar Permit (electrical)
- Additional permits may be required on a case-by-case basis

### Additional Required Documents

- Site Plan
  - Site plan should show the location of major components on the property. The site plan drawing need not be exactly to scale, but it should represent relative location of components at site (see supplied example site plan).
  - PV arrays in compliance with IRC fire setback requirements need no separate fire service review.
- Electrical Diagram
  - Electrical diagram/worksheets should show PV system configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, and AC connection to the building.

- Specification 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
- Indicate which power company serves the building or residence.

#### **Contractor Requirements**

In your application, include the MN Electrical contractor's license number.

#### **Permit Fees**

Coon Rapids charges a base permit fee of \$103 for solar PV permits, not including a state surcharge.

The complete fee information can be found online. The Building Inspections webpage includes the [fee schedule](#) and a [permit fee estimator](#).

#### **Submit Permit Application**

Please complete the [PDF application](#) and send the completed permit to [buildinginsp@coonrapidsmn.gov](mailto:buildinginsp@coonrapidsmn.gov). The city will call you for payment.

#### **Review Process Timeline**

The Community Development Department is committed to providing a timely review of solar PV permit applications. Best efforts are made to review completed residential solar permit applications within 10 days and commercial/non-residential solar permit applications within 15 days. These turnaround times are typical, not guaranteed. Coon Rapids has a staff of dedicated individuals, but workloads, vacations, and sick leave can cause unforeseen delays that may impact turnaround time.

#### **Permit Status**

To check your permit status please [the ePermit website](#). Inspection results from all properties are available online.

#### **Permit Expiration**

All permits expire 180 days after date of issue if the work has not started. Failure to start the work authorized by a permit within this six-month period renders the permit invalid and a new permit must be obtained. Once work begins, noticeable progress must continue until completion. All work must be complete within eighteen (18) months of a permit issue date.

### **Scheduling an Inspection and the Inspection Process**

To schedule an inspection please call 763-767-6476 or email [buildinginsp@coonrapidsmn.gov](mailto:buildinginsp@coonrapidsmn.gov). Inspections are scheduled in 30-minute increments Monday – Friday. Please call/email at least 48 hours in advance of the desired inspection time.

A solar PV system requires either 1 or 2 inspections:

- First (and final) Inspection (for residential applicants)
- Building Inspection (in addition to the Final inspection, for commercial applicants only)

### **Contact Information**

If you have any questions, please contact us at:

- Office Email: [buildinginsp@coonrapidsmn.gov](mailto:buildinginsp@coonrapidsmn.gov)
- Office Phone Number: 763-767-6476

**Address:** 11155 Robinson Drive NW, Coon Rapids, MN

### **Hours of Operation**

- Office: 8 am – 4:30 pm
- Permit Counter: 8 am – 4:30 pm