

SOLAR POWER APPROVAL PROCEDURES

RESIDENTIAL BUILDING / ELECTRICAL PERMITS & APPROVALS

(See Lower Pages for Commercial Installations)

Step 1)

- 1.) All applicants for residential systems submit site and construction plans for approval to:

Building Department
City of Wadsworth
120 Maple St.
Wadsworth, OH 44281

330-335-2753 Fax: 330-335-2715 or
jstefl@wadsworthcity.org

Applicants for *Residential Installations* must submit building and electrical permit applications and installation plans to the Building Department. Roof systems must include a sketch of the roof showing the roof dimension, location of proposed panels and distances from the ridge and roof sides; type and size of roof framing members; number of layers of shingles (only 1 layer permitted); and the psf load of the solar panel system.

- 2.) The Building Department may forward plans to the Planning or Engineering Departments for review of ground mounted systems.
- 3.) The Building Dept. will contact applicant when applications are approved and instruct them to **proceed to Step 2.**

Step 2)

- 1) All applicants must contact:

THE WADSWORTH ELECTRIC DEPT
365 Broad Street
Wadsworth, OH 44281

330-335-2833 or
kmcelroy@wadsworthcity.org

to obtain the "Interconnection Agreement Application".

- 2) Applicants will then provide the completed Wadsworth Electric Dept. Interconnection application with the following **Required Documentation** to the Wadsworth Electric Dept. for approval :

- One Line Diagram Attach separate document showing a one line diagram of electric facilities from the street, to the electrical meter, to the generating facility equipment.
- Site Plan Attach separate document showing a Plot plan of the facility include Street Building, Street Electric Meter, Lockable Disconnect and Generating equipment.
- Test Plan Attach a separate test document explaining how generator facility power will be tested to prove that no electricity will be put back into the Wadsworth Electric distribution system during loss of street power.
- Copy of Electrical Permit Required
- (Permit office is located @ City Hall located @ 120 Maple Street Wadsworth Ohio 44281, second floor)
- Copy of Residential Building/Zoning Permit Required
- (Permit office is located @ City Hall located @ 120 Maple Street Wadsworth Ohio 44281, second floor)

- 3) The Wadsworth Electric Dept. will then contact applicant when the Interconnection Application is approved. Applicant will then **proceed to Step3.**

Step 3)

- 1) After installation is completed, applicants then request the Building and the Electric inspection approvals from the Building Dept. (330-335-2753). **PLEASE ARRANGE FOR THE ELECTRICAL CONTRACTOR TO BE PRESENT AT THE TIME OF THE ELECTRICAL INSPECTION.**
- 2) After the Electric inspection approval, the Building Department will contact the Wadsworth Electric Department.
- 3) The Wadsworth Electric Dept. will then also inspect the installation.
- 4) The Wadsworth Electric Dept. will then contact the applicant/owner for SIGNING THE INTERCONNECTION AGREEMENT.
- 5) Once the Building Department receives verification of Electrical and Utility Inspection Approvals, and has also been notified by the Electric Dept. that the Interconnection Agreement has been signed, the Building Dept. will inspect the installation and issue Final Building Inspection Approval.

Step 3) Permit Application Submission & Payment

- Please submit the zoning application & site plan at this time by email or mail with an email address included.
- Payments (checks) may accompany the applications if mailed, or be made after permit approval with a credit card by phone.

Building Permit = \$ 50.00 Total

Electric Permit = \$ 50.00 Total
(If not wired by homeowner, electrical contractor must pull the permit).

- Receipts and permits will then be returned by email if possible or mailed.

Please email or call the office for instructions on handling large sets of plans, or with other questions.

Applications	jstefl@wadsworthcity.org	330-335-2753
Commercial Projects	jkaiser@wadsworthcity.org	330-335-2752
Code Questions	mnuessbaum@wadsworthcity.org	330-335-2780

Checks Payable to: City of Wadsworth

Mailing Address: Building Department
City of Wadsworth
120 Maple Street
Wadsworth, OH 44281

RESIDENTIAL PERMIT APPLICATIONS ↓

RESIDENTIAL BUILDING/ZONING PERMIT APPLICATION

CITY OF WADSWORTH 330-335-2753

PERMIT ISSUANCE ____/____/____

PERMIT # _____

Applicant Information – (Applicant is the Owner or Contractor)

APPLICANT/(Owner/Contractor) _____ **EMAIL** _____
JOB ADDRESS _____
PROJECT DESCRIPTION _____
OWNER _____ **PHONE** _____
OWNER ADDRESS _____
CONTRACTOR _____ **PHONE** _____
CONTRACTOR ADDRESS _____ **PHONE** _____
ESTIMATED COST OF CONSTRUCTION \$ _____ (Cost of Materials and Labor. Excludes Lot.)

DISTANCE FROM FRONT PROPERTY LINE .. _____	BASEMENT AREA
DISTANCE FROM LEFT PROPERTY LINE _____	FIRST FLOOR LIVING AREA..... _____
DISTANCE FROM RIGHT PROPERTY LINE _____	SECOND FLOOR LIVING AREA
DISTANCE FROM REAR PROPERTY LINE ... _____	GARAGE AREA
HEIGHT ABOVE GRADE _____	TOTAL BUILDING AREA (SQ. FT.) .. _____

**("RIGHT" & "LEFT" ARE LOOKING FROM THE STREET. DISTANCE FROM PROPERTY LINE INCLUDES OVERHANGS, ETC.)*

I HEREBY CERTIFY THAT I AM THE OWNER OF RECORD OF THE NAMED PROPERTY OR THAT I HAVE BEEN AUTHORIZED BY THE OWNER OF RECORD TO MAKE THIS APPLICATION AS HIS AGENT; AND I CERTIFY THAT ALL INFORMATION FURNISHED ON THIS FORM IS ACCURATE; AND I AGREE TO CONFORM TO ALL APPLICABLE CODES OF THE JURISDICTION; AND OBTAIN FINAL INSPECTION APPROVAL BEFORE OCCUPANCY OF THE STRUCTURE. I CERTIFY THAT THE CODE OFFICIAL, OR HIS REPRESENTATIVE, SHALL HAVE AUTHORITY TO ENTER AREAS COVERED BY THIS PERMIT AT ANY REASONABLE HOUR TO ENFORCE PROVISIONS OF THE APPLICABLE CODES. I UNDERSTAND WHAT INSPECTIONS ARE REQUIRED, AND WHEN, AND HOW TO REQUEST AN INSPECTION.

- CALL THE CITY OF WADSWORTH AT 335-2753 FOR BLDG., ELECTRIC, HVAC, INSPECTIONS.
- CALL MEDINA CO. HEALTH DEPT. AT 723-9668 FOR ALL PLUMBING PERMITS.

SIGNATURE OF Owner/Agent _____ **DATE** _____

PRINT NAME _____

Official Use Only – Do Not Write Below This Point

Use _____ Conditional

Plan. Com. Approval	Date _____	Zoning District _____
B.Z.A. Approval	Date _____	Parcel # _____
In Flood Hazard Area?.....	Yes _____ No _____	City Lot # _____

Fee Computation

CONSTRUCTION BASE FEE	\$ <u>50.00</u>	BP
TOTAL BUILDING AREA (SQ. FT.)	_____ (x \$.15)	BP
FIREPLACE OR ADDITIONAL HVAC.....	_____ (\$25.00 ea.)	BP
ZONING PERMIT FEE	\$ _____	ZP
RECREATION ACQUISITION FEE	\$ _____	DA
RECREATION DEVELOPMENT FEE.....	\$ _____	DR
DEMOLITION FEE.....	\$ _____	PM
OTHER.....	\$ _____	_____
OTHER.....	\$ _____	_____
OTHER.....	\$ _____	_____
TOTAL PERMIT FEES	\$ <u>50.00</u>	

ZONING OFFICIAL / DEPUTY APPROVAL _____ DATE _____

BUILDING OFFICIAL / DEPUTY APPROVAL _____ DATE _____

ELECTRIC PERMIT – City of Wadsworth

JOB ADDRESS _____	Permit # _____
Applicant: _____	Bldg. App _____
Owner _____	Email _____
Owner Address _____	Phone _____
Electric Contractor _____	Reg # _____
Contractor Address _____	Phone _____

Permitted Work: *New Const. Addition Basement Alt. Add AC Pool CHIP

Service/Entrance Installation - Amps _____ Misc. 5 Receptacles

Other **Solar Power Wiring** _____

Base Fee \$ 50.00 **TOTAL** **\$** 50.00

** Supply System Description Form for New Construction.*

I hereby certify that I am the owner of record of the named property, will perform the work personally, and intend to reside at this location for at least one year; **or** I am a City of Wadsworth registered electrical contractor and am authorized by the owner to make this application. I agree to conform to all applicable codes of this jurisdiction and obtain final inspection approval. I certify that the Building Official, or his representative, shall have the authority to enter areas covered by this permit at any reasonable hour to enforce the provisions of the applicable codes. **Call the City of Wadsworth at 335-2753 for inspections by 2:00 p.m. the previous day.**

Electrical Contractor or Owner -Sign	Print Name	Date
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Electric Permit issued by: _____	Building Official or Deputy	Date
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COMMERCIAL BUILDING/ELECTRICAL PERMITS & APPROVALS

- 1) **Step 1)** Applicants for *Commercial Installations* obtain any required permits from the Medina County Building Dept. (791 Smith Road, Medina Ph.330-722-9223 Fax: 330-764-8204)

Roof Mounted Systems: Proceed to Step 2

Ground Mounted Systems:

Submit site plans showing the location of ground mounted systems to:

THE WADSWORTH CITY BUILDING DEPT.

120 Maple St.

Wadsworth, OH 44281

Ph. 330-335-2753 Fax: 330-335-2715

Once applicant has obtained zoning approval, proceed to **Step 2.**

Step 2)

Roof Mounted Systems & Ground Mounted Systems:

- 1) All applicants must contact:
THE WADSWORTH ELECTRIC DEPARTMENT
365 Broad Street
Wadsworth, OH 44281
Ph. 330-335-2833 or
kmcelroy@wadsworthcity.org
to obtain the "Interconnection Agreement Application".
- 2) Applicants will then provide the completed Wadsworth Electric Dept. Interconnection application with all Required Documentation to the Wadsworth Electric Dept. for approval :
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 - Site Plan Attach separate document showing a Plot plan of the facility include Street Building, Street Electric Meter, Lockable Disconnect and Generating equipment.
 - Test Plan Attach a separate test document explaining how generator facility power will be tested to prove that no electricity will be put back into the Wadsworth Electric distribution system during loss of street power.
 - Copy of Medina County Electrical Permit Required
 - Copy of Residential Building/Zoning Permit Required
- 3) The Wadsworth Electric Dept. will then contact applicant when the Interconnection Application is approved. Applicant will then proceed to **Step 3.**

Step 3)

- 1) Once the installation is complete, Applicants will contact the Medina County Building Department for Building/Electric inspection approvals.
- 2) The Medina County Building Dept. will notify the Electric Utility Dept. of final inspection approval(s).
- 3) After receiving inspection approvals confirmation, the Wadsworth Electric Dept. will also inspect the installation.
- 4) The Wadsworth Electric Department will then contact the applicant/owner for SIGNING THE INTERCONNECTION AGREEMENT.