

Solar Photovoltaic (PV) System Permitting Checklist

The Village of Albany encourages rooftop solar installations on homes in residential zones. Rooftop solar can be installed on the primary structure or an accessory structure (such as a detached garage) however Ground-mount solar installations are permissible in all residential zones; permit review process will determine site suitability.

The pre-submittal checklist below contains the minimum information and project plan details required to be submitted to the Village when applying for a permit to install a residential or commercial/non-residential 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

The Village of Albany has adopted the following codes: [Albany Village Code Chapter 157](#).

The following local design criteria should be used:

- Solar Energy Systems shall only be permitted as an accessory use to a principal use or building and shall only comprise the minimum area to provide the energy necessary to reasonably serve the principal use or building.
- System installation instructions and electrical diagrams for the System shall be provided to the Village.
- Systems shall be secured to prevent unauthorized access and screened from any adjacent property.
- Solar Energy Systems shall have appropriate structural support and shall be designed to withstand winds of one hundred and fifteen (115) miles per hour.
- Footer depth for the supporting poles shall be forty two (42) inches below grade.

Required Permit

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

Residential Use Roof-mount Solar PV System:

- ☐ Apply for a [Solar Zoning Certificate](#)
- ☐ Apply for a Building Permit. (if new structure is planned)
- ☐ Provide contractor name and contact information
- ☐ Provide installation manuals and electrical diagrams

Residential Use Ground-mounted Solar PV System

- ☐ Apply for a [Solar Zoning Certificate](#)
- ☐ Provide contractor name and contact information
- ☐ Provide detailed site plans/drawings
- ☐ Provide installation manuals and electrical diagrams

Commercial/non-residential Solar PV System

- ☐ Obtain a [state-issued building permit](#)
- ☐ Apply for a [Solar Zoning Certificate](#)
- ☐ Provide detailed site plans / drawings along with your state approved plans
- ☐ Provide installation manuals and electrical diagrams



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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 and include all current structures on the property (along with measurements of each structure) and the distance from the proposed solar panels to all property lines clearly marked.
 - PV arrays and energy storage systems in compliance with [IFC fire setback requirements](#) need no separate fire service review.
- ☐ Electrical Diagram
 - Electrical diagram/worksheets should show PV and energy storage 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

Contractor Information

Supply name and contact information for all project contractors

Permit Fees

Albany Village Code Chapter 155, Table 7, Zoning Certificate Fee Schedule, provides that the fee for a Zoning Certificate for an Accessory Use is \$25.00

Submit Permit Application

The [Solar Zoning Certificate](#) application may be obtained online. After completion, all documents must be submitted in-person to the Village Administrator Monday – Friday 8:00 a.m. to 3:30 p.m. (till noon of Friday). Our offices are located at 5153 Alton Street, Albany, OH 45710. (740) 698-6127

Review Process Timeline

The Village is committed to providing a timely review of solar PV permit applications. Best efforts are made to review completed residential solar permit applications within 3 business days and commercial/non-residential solar permit applications within 10 business days. These turnaround times are typical and are not guaranteed. Staff workloads, vacations, and sick leave can cause unforeseen delays that may impact turnaround time.

Certain circumstances can prolong the permit turnaround time including:

- Applicant does not submit all required information
- Contractor applying for permit is not a licensed contractor
- Equipment is not listed

Permit Status

To check your permit status please contact the Village Administrator at (740) 698-6127

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Permit Expiration

All Solar Zoning Certificates expire six (6) months after date of issue. 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 contact the Village Administrator at (740) 698-6127. Typically, inspections are completed within 3 days pursuant to staff availability.

A residential solar PV system requires 2 inspections:

- Initial property inspection prior to submission of the application
- Final property inspection after all work is completed

Contact Information

If you have any questions, please contact us at:

- Kevin Brown, Albany Village Administrator
- Office Email: adm.voa@albanyoh.org
- Office Phone Number: (740) 698-6127

Address: 5153 Alton Street, Albany, OH 45710.

Hours of Operation

- Office: Monday – Thursday 8:00 a.m. to 3:30 p.m.
Friday 8:00 a.m. to noon