SPRINGFIELD
NEBRASKA

**BUILDING PERMIT REQUIREMENTS**

**SOLAR – GROUND MOUNT - REQUIREMENTS**

Installation of ground-mount solar panels requires a building permit from the City of Springfield. To obtain a building permit, please submit the following information to City Hall:

- Springfield Building Permit Application, including:
  - Name and contact information of the property owner(s)
  - Address, parcel number, and legal description of the property
  - Name and contact information of the contractor (person performing work)
  - Name and contact information of the electrician
  - Other checkbox checked with a description of [#] ground-mount solar panels, system size, model, etc.
  - Length, width, and height of panel(s)
  - Total Value of proposed work (including all trades, materials, labor)
- Mechanical/HVAC, Plumbing & Electrical Application, including:
  - Date
  - Applicant Name and contact number(s)
  - Project Address and property type
  - Electrical Fixtures section completed
  - Description of work being done
  - Name, address, phone number, license number, expiration date, and issuing authority for electrical contractor
  - Applicant name and signature, as well as contact information.
- Plot plans of the property showing the property lines, the location of the proposed panels with distances from the panels and existing structures (e.g., house, deck, detached garage, shed, etc.)
  - Two (2) paper copies and one (1) electronic copy <u>if plans are larger than 11" X 17".</u>
- Electrical plans signed by electrical contractor or stamped by electrical engineer
- Detailed diagram of solar placement on ground
- Means used for guarding
- Site Plan showing setbacks from property lines and footing detail.

A solar panel which is freestanding may be located only in the required rear yard provided it does not exceed six feet in height and is located not less than five feet from the rear lot line and not closer than one foot to any existing easement as measured from the closest point of the structure including its foundation and anchorage's, nor shall the solar panel be located in the required side yard, front yard or street side yard.

A ground-mount solar panel would be considered an accessory structure. As such, they shall be located **no closer than ten (10) feet to any other accessory or principal building** as provided in the local building code.

If the property is located within a Sanitary Improvement District (SID), please have the developer approve the building plans and stamp/sign each copy. If the property is part of a homeowners association, please check with the association for covenant requirements and provide proof of approval.

For information on setback requirements for your property, please see Zoning Ordinance for applicable Zoning District or contact City Hall.

The City of Springfield contracts with the Sarpy County Building Department for inspection services on solar panels.

Master Fee Schedule: Valuation is based on estimated project valuation.