SPRINGFIELD
NEBRASKA

BUILDING PERMIT REQUIREMENTS

SOLAR – ROOF MOUNT - REQUIREMENTS

Installation of roof-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 [#] roof-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 roof, including mounting information
  - Three (3) foot access area on roof required for fire fighters
- Photo of underside of roof from scuttle hole, from front of structure, and from rear of structure
- Site Plan showing setbacks from property lines, including projections

A solar panel which is attached to an integral part of the principal building may project three feet into the front yard and street side yard; six feet into the rear yard; and two feet into the side yard.

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.