



Residential Photovoltaic (PV) System – Solar Panels Checklist

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Installing a residential solar photovoltaic (PV) system in the Town of Holly Springs requires a permit through Development Services Central Permitting. Central Permitting is open Monday - Friday, 8:00 AM – 5:00 PM. Staff members are available to answer questions and assist with applying for the permit. For questions or assistance, please call Development Services at (919) 557-3908 or email us at: DevelopmentServices@hollyspringsnc.gov

The basic, pre-submittal Checklist below contains the minimum information and details required to be submitted when applying for a solar PV energy system permit. The intent of using the checklist is to expedite the plan review process by minimizing the number of required revisions.

The Town of Holly Springs follows the Statewide Uniform Requirement of Inspection Procedures for residential rooftops published by the Office of State Fire Marshal (OSFM) with the North Carolina Department of Insurance (NCDOI). [OSFM | NCDOI Procedures](#)

Standardized Solar Photovoltaic (PV) Permitting Checklist

There are two options concerning the electrical inspection; option 1 has a rough-in inspection requirement and option 2 requires additional information at permit submittal and will eliminate the rough-in inspection.

- Options 1 & 2** - Sketch of the electrical design that complies with NEC
- Options 1 & 2** - Sketch of the equipment's structural mounting design. A NC registered design professional will be required to seal the structural design at the time of application if any of the following exist and are attested to by the applicant:
 - The weight of the PV system exceeds three (3) pounds per square foot
 - The roof possesses more than one (1) layer of asphalt shingles
 - The roofing material consists of a type other than asphalt shingles or metal
 - The roof is located in a 140 mph or greater wind zone
- Option 2** – Electrical details of the equipment including:
 - Manufacturer's Instructions
 - Documentation that the equipment is listed by a qualified evaluation laboratory
 - Instructions for the rapid shutdown of the system at the roof
 - Inverter Location
 - Type and size of conductors to be used
 - How the metal frame(s) and the PV electrical system is to be grounded

Standardized Inspections

There are three inspections associated with Solar PV Systems Permits:

- Electrical Rough-in | required only if permitting as option 1
- Electrical Final | required for option 1 & option 2
- Building Final | required for option 1 & option 2

- How do I schedule an inspection?** Inspections are requested through the [Holly Springs CityView Portal](#) or by calling the inspections hotline at (919) 557-3908 selection option 1.
- When will my inspection be scheduled?** After you request an inspection through the [Holly Springs CityView Portal](#), your inspection will be scheduled the next day. On the day of the inspection, you can call Development Services at (919) 557-3908 to schedule a specific time with your inspector.
- What is the inspector looking at?** The inspector follows the Statewide Uniform Requirements of Inspection Procedures for Solar PV Installed on Residential Rooftops published by the Office of State Fire Marshal with the NC Department of Insurance (NCDOI). The requirements and procedures are located on the NCDOI website: [OSFM | NCDOI Procedures](#)
- What happens if the inspection fails?** Inspection results are real-time and can found on the [Holly Springs CityView Portal](#). A failed inspection requires the contractor to correct the violation(s) and reschedule an inspection.

Frequently Asked Questions

Where and how do I apply for a permit?

- Apply for Solar PV Systems permit online: [Holly Springs CityView Portal](#)
 - o one application is required per residential address
 - o the portal is convenient and always open
- There are two options for permitting based on the electrical requirements. When submitting for Solar PV permit, please indicate which option you are choosing and the electronic permit will prompt you for the specific requirements.
 - o Option 1 requires three inspections: electrical rough-in, electrical final, and building final
 - o Option 2 requires two inspections: electrical final and building final, additional information is required at permitting
- Development Services Central Permitting is open Monday - Friday, 8:00 AM – 5:00 PM. Central Permitting is located at Holly Springs Town Hall at 128 S Main Street. Staff members are available to answer questions and assist with applying for the permit.

How long does it take for a permit to be issued?

- Typical turnaround time for review and issuance of a Solar PV Systems Permit is ten (10) business days or less

What are the typical fees associated with a Solar PV Permit?

- The fee for residential solar PV is \$156

