



Planning & Development Services

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406 – Residential Photovoltaic Systems Submittal Checklist.

Case # : _____

Application Acceptance/ Review

Residential additions, alterations and accessory buildings are typically reviewed and approved over the counter from 8:00 a.m. – 11:00 a.m. and 1:00 p.m. – 4:00 p.m. Monday through Friday. Customers are seen on a first come, first serve basis. Please check in at the Permit Counter with a completed application, completed submittal checklist, and plans to start the process. A building plans examiner will review the plans and submittal checklist to determine if the review can occur. If the plans are incomplete, the applicant will be asked to return another day with updated plans or documents. **Any specific planning approvals such as historic, hillside or floodplain must be completed prior to the building permit submittal and review.**

The Permit Counter can be contacted at (208) 384-3802 for any further questions or information on fees. For fee questions, provide a total valuation of the project to obtain an estimate of the required fee amount.

Instructions

The applicant or Idaho licensed design professional of record (if applicable) must bring this completed and signed checklist with all required drawings. Make sure to: Fill out the Project Information, check (☑) the appropriate boxes and sign this checklist. The staff member conducting the intake will verify that all required information is included.

Project Information

Project Name: _____

Site Address: _____

Checklist

Documents Provided:

Yes N/ A

- ☐ Form #406 – Residential Addition, Alteration & Accessory Building Application (**1 copy**)
 - If E-apply upload this checklist into #406 Residential Addition, Alteration & Accessory Building workflow process.
- ☐ Roof plan (**1 complete set if 11"x17" or less**) (**3 complete sets if larger than 11"x17"**) Plans drawn to scale ¼ inch = 1 foot typical, unless otherwise specified in this checklist. Include exact location of panels on the roof. Maintain minimum required clearances from roof edges and peak per Residential Photovoltaic Panels & Modules Guide.
- ☐ ☐ Structural calculations (where applicable) stamped and signed by an Idaho licensed engineer. (**1 copy**)
 - For existing roof framing, if the total additional load from solar panels/modules and its support system exceeds a uniform distributed load of 5 psf, engineering is required. (Loads from solar panels can typically be found in the manufactures specifications.) **NOTE:** Any plan sheets with engineered design components are required to be stamped and signed by the design engineer.
- ☐ Provide photovoltaic panel manufacturer specifications. Specifications need to show panels and modules as listed and labeled in accordance with UL 1703. (**1 copy**)
- ☐ ☐ ICC-ES Evaluation Services Report (**1 copy**). For all mounting brackets used to attach the panels to the roof structure.

Signature of Applicant

Signature of Applicant or
Submitting Design Professional of Record

For Staff Use

☐ Accepted
☐ Not Accepted _____ by _____
Date Staff Member Conducting the Intake