

Notice To All Applicants:

- Additional applications are required for an electrical, mechanical, and plumbing work - these additional permits have their own fee schedules
- Permit applications are reviewed in the order in which they are received. In person submittals are NOT an exception to this rule. Any in person submittals will be routed in accordance with their application date.
- At any given time, our intake and review timelines may change, please talk with our staff if you have timeline questions.

In accordance with Idaho State Statute 54-5209, please identify which applies to you below. To see the statute [CLICK HERE](#)

I certify that:

_____ is my Contractor Registration Number issued by the State of Idaho as required by Chapter 52, Title 54 of the Idaho State Code and that such Registration is current.

I am not providing a contractor registration number because I am exempt per Idaho State Code 54-5205.

By signing below, you acknowledge that the information provided on this application is true and correct to the best of your knowledge.

Applicant Signature

Date

Photovoltaic Building Permit Checklist

Notice to all applicants:

- This checklist is designed to provide the basic information needed to allow the various agencies within the City of Nampa to complete a plan review of the proposed project. The basic requirements outlined below may not be all inclusive.
- All plan sets must be Arch D formatted (24"x36")
- All plans must be drawn to scale
- All items are required as applicable per permit type
- Electrical design stamped by a licensed State of ID Electrical Engineer (for commercial designs)
- Current Codes
 - 2018 International Residential Code
 - 2017 NEC
 - 2018 International Building Code
 - 2018 International Fire Code
 - 2018 International Existing Building Code
 - IDAPA Administrative Rules

Applicant

SITE PLAN

- Provide a complete site plan clearly showing the Photo Voltaic Array (PVA) location and lay out.
 - Electrical Equipment - Show the location of the PVA (ground arrays or roof arrays), electrical service, sub-panels, back fed panels, disconnects, inverters, battery backup systems, outside conduit routes, all associated electrical equipment, main structure, and accessory structures.
 - Rapid Shutdown - Indicate the location of the required Rapid Shut Down Device per NEC 690.12

ROOF PLAN

- Provide dimensions from PVA to roof ridges, valleys, hips, and lateral edges of roof, with required setbacks. Represent on the roof plan, the required roof access, pathways, and setbacks based on the latest version of the adopted codes.

STRUCTURAL ANALYSIS

- Provide a complete roof structural analysis stamped by a licensed Idaho Structural Engineer, based on the International Existing Building Code, Article 1103.1, Additional Gravity Loads. Provide framing details of required structural improvements based on the engineering recommendations, when required.

ONE LINE DIAGRAM

- Provide a comprehensive One Line Diagram showing all the electrical circuitry from the service to the Photo Voltaic Array (PVA). This will be a comprehensive sheet based on the NEC, Article 690, and will detail the following relevant sections: I General Requirements, II Circuit Requirements, III Disconnecting Means, IV Wiring Methods, V Grounding, VI Marking, VII Connection to other Sources, VIII Energy Storage Systems.
- Point of Connection - Indicate the type of Point of Connection used, Line Side or Load Side, and provide a complete load calculation analysis per NEC 705. The service gear must be represented accurately and Point of Connection clearly represented on the Line Diagram.

ONE LINE DIAGRAM (CONTINUED)

- System Type - Indicate the type of system proposed, a micro inverter, string inverter, with or without battery backup.
- Stationary Storage Battery Systems - If battery backup is proposed, indicate the kwh values of the battery systems, provide all manufacturers information. Provide details for equipment UL listing, equipment installation, electrical installation, ventilation, and protection requirements for Stationary Storage Battery Systems.
- Wiring Methods - Indicate the appropriate wiring methods used per the requirements of NEC Article 300 and 690.31. Specify the AC wiring methods proposed inside and outside the structure and specify the wire management system used for DC wiring.

EQUIPMENT SUBMITTAL

- Provide complete manufacturer equipment submittals showing all related Listed Photo Voltaic Equipment, Structural Racking, and Grounding systems used. Include all manufacturers information, specifications, installation requirements, and UL listings for ALL submitted equipment.

PICTURES OF EXISTING SERVICE EQUIPMENT

- Provide pictures of existing service equipment with all covers and dead fronts on, and with covers and dead fronts off at the main service switch. Pictures must clearly show the existing wiring within the enclosures. Provide pictures of equipment data labels within the enclosures. Pictures must be provided by a qualified individual and the safety approach limitations and PPE requirements of NFPA 70E must be observed. Observed code violations of existing service at time of Plan Review or Inspection will be required to be corrected before a Certificate of Competition is granted.
- A new service may be required at time of Plan Review based on the level of code compliance and serviceability of the existing service equipment. If a new service is required, provide specifications sheets for proposed service equipment.

REQUIRED SIGNAGE

- Provide examples of the required signage for the PVA installed per NEC 690 and 705.

NOTICE AND DISCLAIMER:

The issuance of a permit or stamping of the plans and specifications "APPROVED", shall not be held to permit or approve the violation of any state law, city ordinance, or building code provision even though a violation may have been overlooked when plans were reviewed by City Staff.

It is the sole responsibility of the applicant to assure that the information on the site plan, such as but not limited to: the dimensions of the property, distances of all structures to property lines, and distances between structures, easements, and setbacks, are true and accurate. It is the applicant, contractor, or property owner's responsibility to assure that all improvements will be in compliance with the approved site plan.

The issuance of a building permit does not affect or change the rights or duties of parties to any public or private restriction or easement relating to the use of land, including, but not limited to private covenants (CC&Rs) or easements for: access, conservation, construction, development, ingress/egress, maintenance, repairs, parking, roads, utilities, or other purposes. Fences and other structures are erected and maintained upon easement areas at your own risk, for which the City of Nampa disclaims any liability. You may be required to move or remove a fence and other structure in the future if requested to do so by a party holding or benefited by an easement.

Variations will not be granted based upon errors, omissions, mistake, neglect, or inadvertence of the City Staff in the granting of a building permit not in full compliance with the Zoning Code or Building Code of the City of Nampa. The City reserves the right to require Certified Survey Maps or Plats if it is deemed necessary to verify compliance.

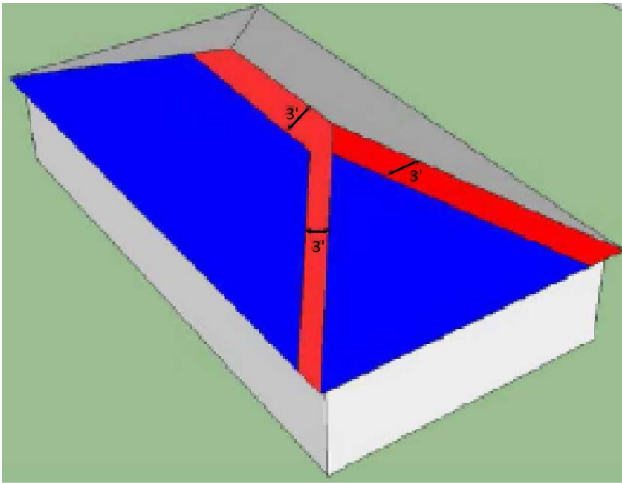
By signing below, you acknowledge the submittal of above plans is complete to the best of your knowledge

Applicant Signature

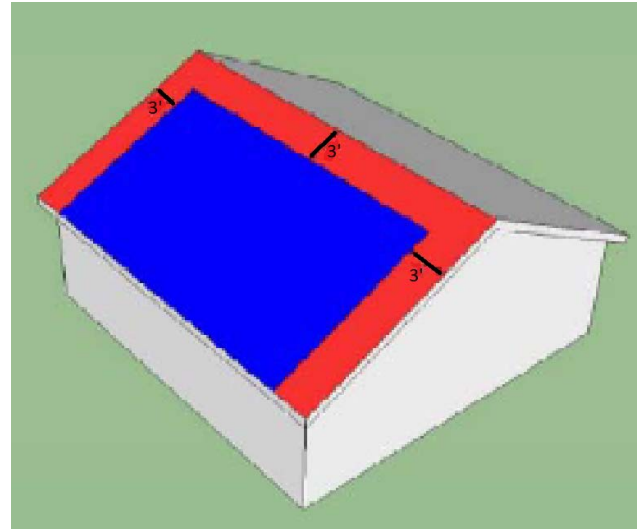
Date

Residential Photovoltaic Panels and Modules Guide

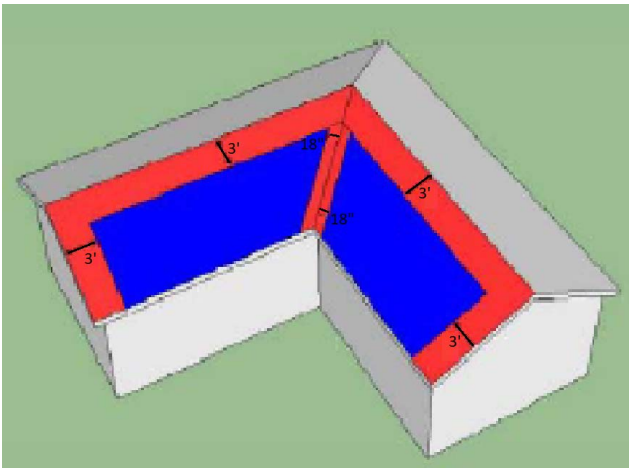
Note: If the prescriptive clearances noted below are not conducive to your particular roof, specific approvals can be given on a case by case basis to reduce those clearances if access is provided elsewhere.



- Hip Roofs - 3 Foot wide clear access pathway from the eave to the ridge on each roof slope where panels or modules are located.



- Single Ridge Roofs - Provide two 3 foot wide access pathways from the eave to the ridge on each roof slope where panels or modules are located.



- Hip and Valley Roofs - no closer than 18 inches to a hip or valley where panels or modules are to be placed on both sides of a hip or valley that is of equal length, the panels shall be permitted to be placed directly adjacent to the hip or valley.

Frequently Asked Questions

- What Inspections are needed?
 - Rough In (called at midpoint of installation)
 - Final - at final inspection the inspector will be verifying wiring methods, labeling, working clearances, and venting.
- Who can install photovoltaic panels?
 - Panels and modules must be installed by a certified contractor. The state of Idaho requires a licensed electrical journeyman to complete the installation beyond the converter box/AC combiner box.
- How much is a solar permit?
 - The cost depends on the project value for your specific project. See our fee schedule for additional information.



May 19, 2022

Policy Bulletin

TO: Developers, Design Professionals and General Contractors

RE: Consulting with Planning and Zoning prior to permit application submittal

At times, a land developer will invest resources into surveying, building design, and site design, only to discover during the building permit application process that the proposed land use is not permitted in that location. Others have designed projects that must be redesigned after a required design review process or after discovering adopted development agreement conditions.

To avoid these situations, ***please check with the Planning and Zoning department to ensure that your proposed project is compliant with Zoning entitlements, development agreement, and design review conditions before resources are spent on design.***

Please call Planning and Zoning at (208) 468-4430 or pzall@cityofnampa.us regarding the above three topics.

Please call the Building Department at (208) 468-5478 for all other topics.