

# SOLAR PHOTOVOLTAIC & SOLAR THERMAL ENERGY SYSTEMS PERMIT CHECKLIST



Community Development

115 S Main Street, Hailey, ID 83333

208-788-4221

## OVERVIEW

The pre-submittal checklist below contains the minimum information and project plan details required to be submitted to the City of Hailey when applying for a permit to install a residential and commercial/non-residential solar photovoltaic (PV) system. The checklist is intended to support solar installers and customers in the solar permit application process, and is not required for submittal.

## CODES

Hailey has adopted the following codes:

- A. 2018 International Building Code (IBC) as amended by The Idaho Building Code Board and including new Appendix O.
- B. 2018 International Residential Code (IRC), as amended by Idaho Building Code Board, parts I, II, III, and IX, including appendix F.
- C. 2018 International Energy Conservation Code (IECC), as amended by Idaho Building Code Board.
- D. Provisions of the National Electrical Code (NEC), 2017 edition as adopted by the State of Idaho shall apply to the installation of electrical systems, including alterations, repairs, replacement, equipment, appliances, fixtures, fittings and appurtenances thereto.

## LOCAL DESIGN CRITERIA

HAILEY BASIC WIND SPEED	90 miles per hour
ROOF "DEAD LOADS" PLUS UNIT "SNOW LOADS"	100 pounds per square foot
GROUND SNOW LOAD	120 pounds per square foot

## REQUIRED PERMITS

A Alternative Energy Review Form must be obtained prior to the start of any work. Complete the review form. Hailey provides a 10-day streamlined review process for solar PV systems. However, the typical 10-day turnaround time is based on best efforts and not guaranteed. Hailey's staff of dedicated individuals may be challenged by workloads, vacations, and sick leave. Incomplete

applications, unlicensed contractors, and insufficient information on equipment and systems can also delay permit turnaround.

**Check to confirm applications have been completed.**

Hailey's Alternative Energy Review Form:

[https://haileycityhall.org/Forms\\_Fees/documents/AlternativeEnergyReview20211020.pdf](https://haileycityhall.org/Forms_Fees/documents/AlternativeEnergyReview20211020.pdf)

State of Idaho Contractor Electrical Permit Application:

[https://dbs.idaho.gov/wp-content/uploads/sites/105/2021/07/contr\\_ele\\_permit\\_app.pdf](https://dbs.idaho.gov/wp-content/uploads/sites/105/2021/07/contr_ele_permit_app.pdf)

## **GENERAL PERMIT REQUIREMENTS**

1. Manufacture/system specification sheet(s).
2. Construction recycling plan.
3. Weight of the entire alternative energy system.
4. Year structure was built.

## **PERMIT FEES**

- Alternative Energy Application fee is: **\$123.75**  
The fee covers Structural and Zoning Review and one site inspection.
- Idaho Division of Building Safety Electrical Permit Fees for Renewable Energy calculation:  
<https://dbs.idaho.gov/programs/electrical-program/calculating-permit-fees/>

## **DBS INSPECTION**

Idaho Division of Building Safety Guidelines for Homeowners Installing Power Production Systems:

<https://dbs.idaho.gov/programs/electrical-program/renewable-energy-solar-wind-hydro-power-production-and-energy-storage-systems/guidelines-for-home-owners-installing-power-production-systems/>

**EXAMPLE SOLAR SITE PLAN, PV Only with DC Converters. Source: SolSmart**

