



## DURHAM CITY-COUNTY INSPECTIONS DEPARTMENT

101 City Hall Plaza  
Durham, NC 27701  
919-560-4144  
Durhamnc.gov

### Inspections

## Solar Photovoltaic (PV) System Permitting Checklist

The basic, pre-submittal checklist below contains the minimum information and project plan details required to be submitted to the [Durham City-County Inspections Department](#) when applying to install a solar photovoltaic (PV) system (residential or small commercial). The intent of using the checklist is to provide transparent and well-defined information to minimize the number of required revisions and expedite the application and review process.

### Required Permits

- Residential and commercial solar PV systems
  - [Electrical Permit](#)
  - [Alternative Energy System Support Worksheet](#)
  - [Building Permit](#) - required for all commercial PV arrays , and may be required for PV arrays on one and two family dwellings, depending on the condition and/or the structural integrity of the roof.

### Additional Required Documents

#### Construction Drawings (Residential and Commercial)

- One (1) copy of plans showing PV array configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, AC connection to building, and attachment detail for roof mounted or footing details for ground mounted. Plans should be engineer stamped.

#### Spec Sheets & Installation Manuals (Residential and Commercial)

- Include specification sheets and installation manuals for all manufactured components including, but not limited to PV modules, inverters, combiner box, disconnects, and mounting system.

#### Building Codes

- Commercial installations must comply with the 2018 N.C. Building Code and the 2018 N.C. Fire Code. One or two family installations must comply with the 2018 Residential Code.

### Permit Fees

Permit fee information related to a solar PV system can be found in the [Building Permit Fee Schedule G](#) and the [Electrical Permit Fee Schedule G](#).

Complete fee information can be found on the City's Fee Schedule [webpage](#).

### Submission

Permit applications and additional required documentation should be submitted through the City's [online portal – Dplans](#).

### **Review Process Timeline**

The City-County Inspections Department is committed to providing timely review of solar PV permit applications. Best efforts are made to review completed one and two-family dwelling solar permit applications within 24 hours and commercial/non-residential permit applications within the guidelines of the building review. These turnaround times are typical, not guaranteed. Durham has a staff of dedicated individuals, but workloads, vacations, and sick leave can cause unforeseen delays that may impact turnaround time.

Certain Circumstances can prolong the permit turnaround time include:

- Applicant does not submit all required information
- Contractor applying for permit is not a licensed contractor
- Equipment is not listed

### **Permit Status**

To check your permit status, please visit the Land Development Office [webpage](#).

### **Permit Expiration**

All permits expire six (6) months after the date of issue if no inspections are conducted. Failure to start the work authorized by a permit within this six-month period renders the permit invalid and a new permit must be obtained. Once work begins, noticeable progress must continue until completion.

### **Scheduling an Inspection**

To schedule an inspection, please visit the Land Development Office [webpage](#). Typically, inspections are completed within 24 hours of an inspection request.

### **Contact Information**

**Phone:** 919-560-4144

**Fax:** 919-560-1500

#### **Address:**

101 City Hall Plaza  
Durham, NC 27701

#### **Hours**

Monday - Friday  
8 a.m. - 5 p.m.