

Solar Permit — Project Intake Form

Minimum: Sections 1–3 + photos. Everything else is optional.

If you have an installer's proposal or design — attach it. That usually covers most of Sections 4–8, so you can leave them blank.

When in doubt, send a photo of the label and I'll figure it out.

How to use this form: Click the checkboxes and type into the white fields directly in your PDF viewer (Adobe Reader, Chrome, Edge, Preview on Mac). Save the filled PDF and send it back. Takes about 10 minutes if you have your equipment specs handy.

1. Contact & Site

Your full name	
Phone number	
Email	
Installation address <i>Street, city, state, ZIP</i>	
County (permit office) <i>Whichever county or city issues your building permit</i>	
Utility company <i>e.g. FPL, TECO, Duke, LCEC, PG&E, ConEd, Pepco</i>	
Utility account # <i>Optional — only if you have it handy</i>	

2. Site Layout

This is the most important section. Open Google Maps in satellite view, take a screenshot of your property, draw on it with any tool (phone markup, paint, pen on a printout). Mark all that apply:

- New array(s) — outline the footprint
- New inverter / disconnect / battery — where they'll be mounted
- Existing electrical panel(s) and meter
- Conduit / trench route from array to house
- Septic tank, drain field, well (ground mount only)
- Any underground utilities you know of

3. Photos

Photos beat typing every time. Phone photos are perfect — just make sure labels are readable (no blur, no glare). Labels especially matter: it's easy to type a wrong model number, but a photo tells us for sure. Check off what you're attaching.

✓ Photo	When needed
<input type="checkbox"/> Main panel — door OPEN, breakers visible	Required
<input type="checkbox"/> Main panel — nameplate label inside door	Required
<input type="checkbox"/> Main panel — wide shot showing where on the house	Required
<input type="checkbox"/> Utility meter — close-up	Required
<input type="checkbox"/> Utility meter — wide shot showing where on the house	Required
<input type="checkbox"/> Sub-panel(s) — door open + label	If applicable
<input type="checkbox"/> Existing PV inverter / combiner / disconnect	If addition
<input type="checkbox"/> Existing modules — label on the BACK	If addition
<input type="checkbox"/> Roof — wide shot of each roof face	Roof mount
<input type="checkbox"/> Attic — truss shape + tape measure	Roof mount
<input type="checkbox"/> Ground mount site — wide shot each side	Ground mount
<input type="checkbox"/> Wall where new equipment will be mounted	Required
<input type="checkbox"/> New module — label on the back	Required
<input type="checkbox"/> New inverter — label on the side	Required
<input type="checkbox"/> New optimizer / RSD module — close-up	If applicable
<input type="checkbox"/> New battery — nameplate label	If applicable

4. New Equipment

▼ **ONLY fill this if:** you have NOT attached an installer's design/proposal. *Otherwise → skip to Section 9*

One row per equipment type is enough. If you have multiple types (e.g. mixed-module system), list the extras in Notes (Section 9).

Modules (solar panels)

Examples: ZNSHINE ZXM7-SH108 410W, JA Solar JAM54S31-405, Q.PEAK DUO ML-G10+ 410, REC460AA Pure-RX, Silfab SIL-440QD.

Make	Model number	Wattage	Quantity

Inverter(s)

Includes microinverters — they ARE the inverter (one per panel, replaces a string inverter). Examples: Enphase IQ8M-72-2-US (micro), SolarEdge SE7600H-US Home Hub, Tesla Powerwall 3, Sol-Ark 15K-2P.

Make	Model number	Quantity

DC optimizers / Rapid Shutdown (RSD)

Only if using a string inverter. Skip if you have microinverters (they handle rapid shutdown built-in). Examples: SolarEdge P650/P850 (optimizer), Tigo TS4-A-S (optimizer + RSD), APsmart RSD-S-PLC (RSD only).

Type (optimizer / RSD)	Make & model	Quantity

Battery / Energy storage

What should the battery back up?	<input type="checkbox"/> Whole home <input type="checkbox"/> Critical loads only (separate panel) <input type="checkbox"/> Self-consumption (no backup) <input type="checkbox"/> Off-grid <input type="checkbox"/> Unsure
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Examples: Tesla Powerwall 3, EG4 WallMount 280Ah, Enphase IQ Battery 10C, FranklinWH aPower 2.

Make	Model	Capacity	Quantity

Racking & attachments

Rails / racking system <i>Make & model — e.g. IronRidge XR-100 (most common), SnapNrack, Unirac Light or Standard. Leave blank for direct-attach or ground-mount.</i>	
Roof attachments <i>What connects to the roof. Shingle: IronRidge FlashFoot2, IronRidge HUG, QuickBOLT QB2. Metal: S-5! N Mini, S-5! ProteaBracket. Tile: Quick Mount QMTR. Skip for ground-mount.</i>	
Ground-mount system <i>Only if ground-mount. E.g. IronRidge GroundMount, SunModo SunTurf, PLP.</i>	

Important: racking & attachments MUST have a US listing (UL 2703) and engineering documentation for your wind speed. If unsure, send the spec sheets — I'll check before we proceed.

5. Electrical Service

▼ **ONLY fill this if:** you did NOT attach a photo of your main panel label. *Otherwise → skip to Section 6*

Everything here is on the label inside the main panel door — a photo is faster than typing.

Service voltage	<input type="checkbox"/> 120/240 V split-phase <input type="checkbox"/> 120/208 V 3-phase <input type="checkbox"/> 277/480 V 3-phase <input type="checkbox"/> Unsure
Main breaker rating (A) <i>e.g. 200 A, 175 A, 400 A</i>	
Busbar rating (A) <i>The metal bar inside the panel. Usually printed on the inside label. Often equal to main breaker.</i>	

6. Roof Information

▼ **ONLY fill this if:** this is a roof-mount project.

Otherwise → skip to Section 7

Roof material	<input type="checkbox"/> Asphalt shingle <input type="checkbox"/> Standing seam metal <input type="checkbox"/> Corrugated metal <input type="checkbox"/> Tile <input type="checkbox"/> Flat (TPO/EPDM) <input type="checkbox"/> Other
Roof tilt & direction <i>e.g. 22° facing south. Or just the direction.</i>	
Truss / rafter spacing <i>Distance between trusses, e.g. 24" or 22". A photo from the attic with a tape measure is easiest.</i>	
Truss / rafter lumber size <i>e.g. 2x4, 2x6, 2x8. Or write 'unsure, attic photo attached'.</i>	

Pro tip: Go into the attic with a tape measure, take photos showing the truss shape and the tape measuring distance between two trusses. That covers all of these questions at once.

7. Ground Mount Information

▼ **ONLY fill this if:** this is a ground-mount project.

Otherwise → skip to Section 8

Array tilt (degrees) <i>Usually fixed by the racking system</i>	
Layout: rows x modules per row <i>e.g. 4 rows x 10 modules</i>	
Module orientation	<input type="checkbox"/> Portrait (vertical) <input type="checkbox"/> Landscape (horizontal)
Foundation type	<input type="checkbox"/> Ground screws <input type="checkbox"/> Concrete piers <input type="checkbox"/> Driven piles <input type="checkbox"/> Ballast <input type="checkbox"/> Not sure

8. Existing Solar System

▼ **ONLY fill this if:** you're adding to or replacing an existing solar system.

Otherwise → skip to Section 9

Existing modules <i>Make, model, wattage, quantity</i>	
Existing inverter(s) <i>Make and model. If microinverters (Enphase IQ7/IQ8 etc.) — list them here.</i>	
Existing optimizers / RSD <i>If applicable. SolarEdge P-series, Tigo TS4, APsmart, etc.</i>	
Total panel count AFTER project <i>existing + new – removed</i>	

9. Notes / Anything Else

Special requirements, deadlines, things you've heard from the permit office, multiple equipment types, future expansion plans, anything that doesn't fit above.

Once filled out, save the PDF and send it back along with your marked-up satellite image and photos. If anything is unclear, leave it blank — I'll follow up only on what's missing.