



City of Highland
Building and Zoning

Application for Solar Energy System Permit

Application Date: _____ Permit Number: _____
____ Residential ____ Commercial Permit Fee: _____ Check/Cash/CC: _____
Applicant: Owner/Contractor (Circle One)

Property Location

Street Address: _____
Job Value: _____ Estimate Start Date: _____

Property Owner Information

Name: _____
Business Name: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Alternate Phone: _____ Email: _____

Contractor Information

General Contractor: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Alternate Phone: _____ Email: _____
Other: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Alternate Phone: _____ Email: _____

Kilowatts-dc: _____ Number of Solar Panels being Installed: _____



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Site/Layout Plan, please include:

- Panel layout on roof following the 2012 IFC 605.11.3.1 Roof Access Points

The City of Highland has adopted the 2012 International Building and Residential Codes, Latest Edition of the National Electric Code and the 2012 International Fire Codes for Solar Photovoltaic (PV) Systems.

Required with permit application:

- Prior to permit issuance, applicant must receive conditional agreement to interconnect from the City of Highland Electric Department (618-654-9891)
- Contractor Certificate of Insurance on file with the Building and Zoning Department prior to the permit being issued.
- The solar energy system specifications
- The structural engineer's stamped approval drawing certifying the roof of the existing structure will support the addition of the solar structure as well as being safe from the wind lift.

Inspection: Inspection conducted after the solar energy system is installed. Please call at least twenty four (24) hours prior to requested inspection time.

- Roof access points as per 2012 IFC
- Solar panel mounting
- Sealing of mounting brackets to roof



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Building Permit Fine Schedule

\$50.00 Fine**

- Calling/Scheduling an inspection and not being ready when the inspector arrives to perform it***. Fee doubles each time the inspector has to return to the site for the same inspection. For example: First time at site and not ready – no charge, second time \$50.00, third time \$100.00, fourth time \$200.00, and so forth.

\$50.00 Fine for each item

- Mud on the pavement brings a written warning the first time. The general contractor is advised in the warning to remove it from the pavement within two (2) hours (General contractor is responsible for notifying all sub-contractors). Notice also states that this will be the only warning, throughout the construction project. If the City observes or receives another complaint, a stop work order will be issued along with a ticket. First time – written warning notice, second time \$50.00, third time \$100.00, fourth time \$150.00, and so forth.

\$500.00 Fine for each item

- Working without a permit when one is required.
- Covering up work without an inspection. (Must pass inspection prior to being covered up.)
- Failure to call for a final inspection.
- Occupying the structure before the issuance of a certificate of occupancy.

** Does not apply to re-inspections of corrected work.

***Applies to all Inspections.

After Hour Inspection Fees

Monday - Friday.....	\$126.00*
Saturday.....	\$126.00*
Holidays & Sundays.....	\$160.00*

*Subject to change

I hereby certify that I have read and examined this document and known the same to be true and correct. I agree to conform to, and have been apprised of, all applicable laws and codes of this jurisdiction. I further certify that I am the owner or the owner’s authorized agent and that the proposed work is authorized by the owner. I understand that the work shall not begin until permit is issued, that I am responsible for calling for all required inspections, that work shall be accessible for the inspection, that a final inspection approval and Certificate of Occupancy are required prior to occupying the building. I certify that the code official or the code officials authorized representatives shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant: _____ Date: _____