

Photovoltaic System Permit Packet Instructions



**City Of Sedona Community
Development Department**
102 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 • www.sedonaaz.gov/cd

The following are to be included with a permit application to install Photovoltaic Electrical Power Systems. In some cases additional information may be required.

- Residential Building Permit Application
- 2 Full Sets + 2 additional site plans
- Site plan
 - Must include locations of array, inverter, dc disconnect, PV system utility disconnect, utility service entry and battery banks when used.
- One line diagram
- Three line diagram
- Inverter cut sheet
- Module cut sheet
- Roof load information weight of roof top equipment Per Sq Ft
- Weight imposed on each individual mounts supporting the modules
- Charge controller / battery charger cut sheets as applicable
- Roof plan
 - Must include panel layout, wiring method (insulation – conduit), make and model of panels, panel wattage and total wattage of each array.
- Elevations
 - Specify angle of panels and total height
- Mounting and attachment details.

Solar panel frames shall be black matte finish. As an alternative, solar panel systems with abutting panels may use natural aluminum (silver) frames provided that the exposed perimeter frames of the panel array are painted black. All hardware brackets and support structures, including posts or poles that elevate the panels must be painted to meet a Light Reflectance Value of 38% or less. Conduit and panel boxes shall be painted to match the wall or roof surface they are adjacent to.

Fee: \$75.00

RELEVANT ORDINANCES & TIMELINES

The relevant ordinances governing this permit are:

- City of Sedona Land Development Code requirements, Articles 1-19 www.codepublishing.com/AZ/sedona/ldc.html
- City of Sedona City Code, Chapter 15 Buildings and Construction www.codepublishing.com/AZ/sedona
- Per these Ordinances, established by the Sedona City Council and Community Development Department, the following time frame applies:

Administrative Completeness	Substantive Review Time Frame	Overall	Authorizing Code
21 business days	21 business days	42 business days	City Code Title 15

NOTICE:

All applicants are entitled to request and receive a clarification from the City of Sedona regarding it's interpretation or application of any statute, ordinance, code or authorized substantive policy statement as required by Arizona Law, A.R.S. §9-836. You should send a written request, by letter or email, identifying the provision needing clarification, any facts relevant to the requested ruling, your proposed interpretation, and if the issues concern an existing license or a license application

STEPS FOR OBTAINING A PHOTOVOLTAIC SYSTEM PERMIT

1. Complete application. The application can be downloaded from the Community Development Department website at sedonaaz.gov/cd. Click on the "Permits" button on the left hand side of the Community Development web page.
2. If access to the Internet is not available, a paper copy can be obtained from the City of Sedona Community Development Department at 104 Roadrunner Drive or by calling 928-282-1154.
3. Applicant must complete the application and submit it to the Community Development Department. Complete instructions, necessary information and applicable fees are included in the Photovoltaic System application.
4. Upon receipt of the application, Community Development Department and Public Works staff will review the application. Applications considered deficient will be returned.
5. Upon final review and approval by Community Development Department and Public Works staff, the Community Development Department will issue the permit at the front counter.

Staff Contacts

- For general questions regarding the process for obtaining a Photovoltaic System Permit please contact the Community Development Department at 928-282-1154.

Photovoltaic Permit Application



City Of Sedona Community Department

102 Roadrunner Drive Sedona, AZ 86336
 #104
 (928) 282-1154 • www.sedonaz.gov/cd

PRIMARY CONTACT		Phone:		Permit #:
Address:		Cell Phone:		Parent Permit #:
E-mail:		Parcel #:		Date Rec'd:
Job Site Address:				Deposit Pd.:
Project Valuation*				

Scope of Work:	
----------------	--

OWNER NAME:		CONTRACTOR NAME:	
Address:		Company:	
Phone:		Address:	
Cell Phone:		Phone:	
E-Mail:		Cell Phone:	
		E-mail:	
		City Business License #:	
		ROC State License #:	

Is the Property Within a Flood Hazard Area? Yes No

APPLICANT (check one of the following): Owner Owner's Agent Contractor Contractor's Agent

I certify that I have read this application and declare under penalty of perjury that the information contained herein is correct and complete. I agree to comply with all city and county ordinances and state laws relating to building construction and hereby authorize representatives of this city to enter upon the above mentioned property for inspection purposes. I am either the owner of the property on this permit application, the Arizona State registered contractor for the work, or I represent the owner or contractor as signified above and am acting with the owner's/contractors full knowledge or consent.

Print Name

Signature

Date