

# Photovoltaic System Permit Packet Instructions



**City Of Sedona Community &  
Economic Development Department**  
102 Roadrunner Drive Sedona, AZ 86336  
(928) 282-1154 • Fax: (928) 204-7124

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
  - 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

Attached are some sample drawings for illustration purposes. They are not intended to be used for design or construction. The intent is only to illustrate typical minimum information required at time of application to the City of Sedona.

## 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/lcd.html](http://www.codepublishing.com/AZ/sedona/lcd.html)
- City of Sedona City Code, Chapter 15 Buildings and Construction [www.codepublishing.com/AZ/sedona](http://www.codepublishing.com/AZ/sedona)
- Per these Ordinances, established by the Sedona City Council and Community and Economic Development Department, the following time frame applies:

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

## NOTICE:

All applicants are entitled to request and receive a clarification from the City of Sedona regarding its 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 and Economic Development Department website at [sedonaaz.gov/cd](http://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 and Economic Development Department at 104 Roadrunner Drive or by calling 928-282-1154.
3. Applicant must complete the application and submit it to the Community and Economic Development Department. Complete instructions, necessary information and applicable fees are included in the Photovoltaic System application.
4. Upon receipt of the application, Community and Economic Development Department and Public Works staff will review the application. Applications considered deficient will be returned.
5. Upon final review and approval by Community and Economic 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 and Economic Development Department at 928-282-1154.
- For specific questions regarding construction and building requirements, please contact the Plans Examiner at 928-282-1154.
- For specific questions regarding inspection requirements, please contact the Building Inspector at 928-282-1154.

# Residential Building Permit Application



## City Of Sedona Community & Economic Development Department

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Check <u>all</u> that apply:	<input type="checkbox"/> New Construction	<input type="checkbox"/> Demo	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Mobile Home Setup
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<b>PRIMARY CONTACT:</b>	Phone:	Permit #:
Address:	Cell Phone:	Parent Permit #:
E-mail:	Fax:	Date Rec'd:
Job Site Address:	Parcel #:	Deposit Pd.:
Subdivision Name:	Lot #:	
Condos-Bldg Name:	Unit #:	
Manuf. Homes-Park Name:	Space #:	Project Valuation*: \$

\*(do not include cosmetic improvements such as paint and carpet)

Scope of Work:	
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<b>OWNER NAME:</b>	<b>CONTRACTOR NAME:</b>
Address:	Company:
Phone:	Address:
Cell Phone:	Phone:
E-mail:	Cell Phone:
	E-mail:
	City Business License #:
	ROC State License #:
<b>ARCHITECT:</b>	<b>ENGINEER:</b>
Company:	Company:
Address:	Address:
Phone:	Phone:
Cell Phone:	Cell Phone:
E-mail:	E-mail:
ID #/Exp. Date:	ID #/Exp. Date:
City Business License #:	City Business License #:

**BUILDING/FIRE**

	Existing Sq. Ft.	New Sq. Ft.		Existing Sq. Ft.	New Sq. Ft.
Basement:			Garage:		
1 <sup>st</sup> Floor:			Covered Deck:		
2 <sup>nd</sup> Floor:			Covered Porch:		
3 <sup>rd</sup> Floor:			Uncovered Deck:		
Total:			Other:		
			Number of Bedrooms:		

Fire Sprinklers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Construction:	

**MECHANICAL** (indicate the number of each new and/or relocated fixture type in the space below)

Air Conditioner/Heat Pump		Gas Cook Top		Wall Heater	
Fans-stationary, incl. whole house		Gas Dryer		Vents/Single Duct	
Fireplace insert		Gas Piping (# of outlets)		Water Heater	
Furnace < 100,000 BTUs		Gas Stove/Range			
Other:		Other:		Other:	

**PLUMBING** (indicate the number of each new and/or relocated fixture type in the space below)

Bathtub		Kitchen/Bath/Laundry Sink		Hose Bibb	
Shower/Tub Combo		Dishwasher		Modular Building Connection	
Toilet		Clothes Washer			
Other:		Other:		<u>Total # of Fixtures:</u>	
Water Service: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, size of pipe:			

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.

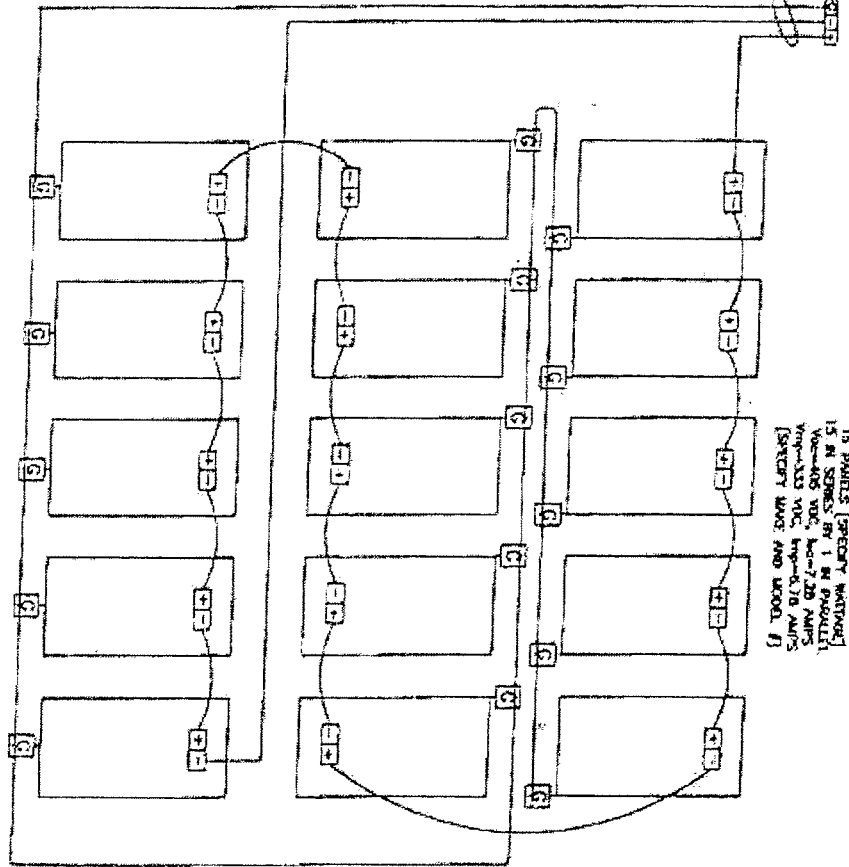
Print Name

Signature

Date

TYPICAL FOR WITH PV  
 ARRAYS #1 AND #2  
 SET DWG 10000-0002

1 - #12 CU GROUND  
 [SPECIAL INSULATION AND CONDUIT SIZE]



2400 WATT PHOTOVOLTAIC ARRAY  
 [TYPICAL OF #1]  
 15 PANNELS [SPECIAL WATTING]  
 15 #12 AWG WIRE FOR 1 IN PROTECTIVE  
 VOLTAGE VOLT. INC-7.25 AMPERS  
 VOLTAGE VOLT. INC-6.75 AMPERS  
 [SPECIAL WIRE AND MODEL #]

This Sample Drawing is for illustration purposes only and is not to be used for design or construction. This drawing and its suitability for end use is not implied. The intent is only to illustrate typical minimum information required in time of application to the City of Sedona.

**SAMPLE ARRAY DRAWING**

- NOTES: [TYPICAL]
1. EQUIPMENT SHALL BE INSTALLED IN ACCORDANCE WITH THE NEC AND ALL APPLICABLE REQUIREMENTS OF THE LOCAL AUTHORITY HAVING JURISDICTION.
  2. GROUND WIRE MUST BE CONTINUOUS AND INSTALLED TO ALLOW FOR PANEL REMOVAL WITHOUT DISRUPTING CONTINUITY. ALL MODULE GROUND CONNECTIONS SHALL BE MADE IN ACCORDANCE WITH NEC 690-4 (C).
  3. FOLLOW MANUFACTURERS SUGGESTED INSTALLATION PRACTICES AND WIRING SPECIFICATIONS.
  4. WIRES SHALL BE PAID AND LABELLED "SUNLIGHT RESISTANT" WHERE EXPOSED TO AMBIENT CONDITIONS.

