



Town of Chino Valley
Development Services Department
1982 Voss Drive
Chino Valley, AZ 86323
(928) 636-3480
permitting@chinoaz.net

SOLAR PERMIT APPLICATION CHECKLIST

To submit a Solar building permit application please provide the following:

- Completed Building Permit Application.** NOTE: **Contractor State Bond Exemptions are required for job values over \$50,000.** Building plans and all supporting documents must be submitted before the application will be accepted. Applications may be submitted online using the Citizenserve portal on the "Permits" page at <https://www.citizenserve.com/chinovalleyaz>.
- Upload to Citizenserve:** a detailed set of solar plans drawn to scale, to include panel layout and access requirements specified in the International Fire Code, Section 605.
- Set of specifications from the Solar Panel Manufacturer.**
- Site Plan** – Sheet showing all existing and proposed panels, structures, setbacks from all property lines and other structures, easements, contours, lot dimensions, utility locations, well, septic tank, and leach lines.
- Structural Engineering** – For all roof mount installations on Manufactured Homes.
- Non-Refundable deposit** based upon an estimated plan review fee to be determined at the time of submittal.

GENERAL INFORMATION

All plans are required to meet the 2024 IBC, 2024 IRC, 2024 IFGC, 2024 IMC, 2024 IPC, 2012 IECC and 2023 NEC.

Construction - Must begin within 180 days of the date of permit issuance. Substantial progress must be demonstrated every 180 days or the permit will expire.

Inspections - Can be scheduled through your Citizenserve portal or by calling or texting your inspection requests to **855.855.8919**. Requests made before midnight can be scheduled for the next business day. A valid permit and approved construction plans must be on site for an inspection to be performed.