



**SUMTER CITY-COUNTY  
BUILDING INSPECTION DEPARTMENT  
POST OFFICE BOX 1449      12 WEST LIBERTY STREET  
SUMTER, SC 29151      (803) 774-1600**



**SOLAR PANEL PERMIT APPLICATION**

**Permit Number** \_\_\_\_\_

**Jurisdiction**       City       County       Mayesville       Pinewood

**Applicant**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**Applicant's Address**

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Owner**

Name \_\_\_\_\_ Phone \_\_\_\_\_

**Owner's Address**

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Building Contractor**

Name \_\_\_\_\_ Phone \_\_\_\_\_

**Building Cont. Address**

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Contractor's License Number** \_\_\_\_\_

**Electrical Contractor**

Name \_\_\_\_\_ Phone \_\_\_\_\_

**Electrical Cont. Address**

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Elect. Contractor's License Number** \_\_\_\_\_

**Utility Provider**     Black River     Duke Energy     Other    **Tax Map** \_\_\_\_\_

**Property Address** \_\_\_\_\_ **Building Square Footage** \_\_\_\_\_

**Type of Installation**     Ground Mount     Roof Mount     Other \_\_\_\_\_

**Building Const. Type**     Wood Frame     Steel Frame     Brick     Block     Other \_\_\_\_\_

**Total Cost**

(Material & Labor)    \$ \_\_\_\_\_

**Note:** The Acceptance of this application for review and the payment of fees do not constitute the approval of this application. Approval is granted only upon the receipt of a permit. **THIS APPLICATION IS NOT A PERMIT.**  
**The above statements and accompanying material are complete and accurate.**

**Print Name**

(Applicant)

**Signature**

(Applicant)

**Date**

**OFFICE USE ONLY:**

Permit Fee \_\_\_\_\_ Zoning District \_\_\_\_\_

Tax Map Number \_\_\_\_\_ SIC Code \_\_\_\_\_

Minimum Setbacks Front \_\_\_\_\_ Rear \_\_\_\_\_  
Side (E) \_\_\_\_\_ Side (I) \_\_\_\_\_  
Street Right-of Way \_\_\_\_\_

Flood Hazard Area  Yes  No Base Flood Elevation \_\_\_\_\_

Overlay District  HP/CBD  APZ  DNL  NA (Noise Attenuation)  Swan Lake  RCD  None

Cross Street Info. Between \_\_\_\_\_ and \_\_\_\_\_ Street

**Zoning Compliance Checklist:**

Meets Minimum Setbacks Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Within Maximum Size Allowed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Within Maximum Height Allowed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Meets Visual Clearance Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sign Illumination	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(If Yes)	<input type="checkbox"/> Adequate	<input type="checkbox"/> Inadequate
Electrical Connection	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(If Yes)	<input type="checkbox"/> Adequate	<input type="checkbox"/> Inadequate
Landscaping Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(If Yes)	<input type="checkbox"/> Adequate	<input type="checkbox"/> Inadequate

Comments \_\_\_\_\_

Planning Official: \_\_\_\_\_ Building Official: \_\_\_\_\_  
Name/Date Name/Date

**Minimum Permit Requirements for Solar Systems**

- Permit Application and Fee's shall be paid at the time of submittal.
  - (2) Two copies of the signed and sealed structural review letter from a registered Professional Engineer that is site specific for each project, lists the existing roof components, clearly specifies that the roof system is adequate to withstand the additional loads from the PV system and the proposed method of how the system is to be attached to the roof.
  - (2) Two copies of plans that include, but not limited to: showing where the panels will be placed on the building or earth; details/cross sections that show how it will be attached to the building or earth with appropriate flashing (when necessary) and that correlates with the structural review letter; placement of AC/DC disconnects; metering equipment; main service panel; grounding details; single line diagram that incorporates all electrical components with conductor sizes and necessary legends for additional clarification. **For examples of line diagram, See Solar Panel Info at the following link:** <http://www.sumtersc.gov/forms-applications.aspx>
  - (2) Two copies of the Manufacturer's cut sheets for the array panels, inverters, racking or rail system, etc.
- ❖ Please understand that is our goal to be as consistent and customer oriented as possible, while ensuring the safety and well being to everyone in the Sumter Community. In saying this, the list shown above is subject to modifications in the event we find where additional information is necessary to verify code compliance.