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 Email Address

Building Cont. Address _____
Street City State Zip

Contractor's License Number _____ **Amount $** _____

Electrical Contractor _____
Name Phone Email Address

Electrical Cont. Address _____
Street City State Zip

Elect. Contractor's License Number _____ **Amount $** _____

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 (Building & Electrical)
(Materials & Labor) $_____ Residential ____ Commercial ____

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	**Signature**	**Date**
(Applicant)	(Applicant)	

OFFICE USE ONLY:

Zoning District **Seismic Zone**

Tax Map Number **TAZ 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

Comments

Planning Official Name/Date Building Official Name/Date

PLEASE BE SURE TO INCLUDE A COPY OF THE CONTRACT WITH YOUR APPLICATION

Minimum Permit Requirements for Solar Systems

- Permit Application and Fee's (Permit & Plan Review) 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, please see the following link:** http://sumtersc.gov/forms-applications.aspx
- **(2) Two copies** of the Manufacturer's cut sheets and installation instructions for the PV System, inverters, racking or rail system, etc. This is to verify compliance with section R324 of the 2015 IRC as well as other applicable sections of the 2015 IBC/IFC and 2014 NEC.
- **(2) Color Copies of Photographs from all sides of the structure on which the panels are to be placed.**

❖ 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.

Revised 4-3-25

NOTICE

The South Carolina Residential Builders Commission ("Commission") would like to bring to your attention a recent amendment to its regulation, S.C. Reg. 106-1, effective May 25, 2018. The text of the amended regulation is attached for your review.

Under this amendment, "solar panel installers" has been added as a classification for residential specialty contractors. Please note that while a person holding a residential specialty contractor registration for "solar panel installer" is authorized to fabricate, assemble, install, and replace solar panels and related building components, **the actual roof mounting of such panels may only be performed by a licensed residential builder, registered residential specialty contractor with a roofer classification, or a licensed general contractor with a general roofing or specialty roofing classification.** Likewise, the wiring of the solar panels and other electrical connections must be performed by a licensed residential builder, a licensed residential electrician, or a licensed mechanical contractor with an electrical classification. Finally, if the roof requires any structural upgrades for the mounting and installation of the solar panels, the structural upgrades must be performed by a licensed residential builder, a registered residential specialty contractor with a classification in carpentry, or a licensed general contractor with building or structural framing classifications.

The Commission hopes that this regulation change clarifies any issues that building code departments may have had or are experiencing with solar panel installations, as well as assists the code officials in identifying appropriate permitting requirements for projects involving solar panels.

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Solar Contractors:

Because we have been receiving a great deal of solar applications in the past year, we would like to be sure all solar companies know our procedures concerning inspections.

Please call Robin Ayers at 803-774-1634 to request an inspection. She will at that time give you the next available date. She will also advise you that someone will need to be there to receive in their hand, the inspection report, from our inspector. Failure to do so will result in an automatic failure and a $50 re-inspection fee that will need to be paid before we can reschedule.

Our office staff will not be available to give results over the phone or to fax or email copies of the inspection reports. The person designated by the solar contractor to receive the inspection report, at the time the inspection is performed, will be responsible for those tasks.

We appreciate your cooperation and please feel free to call if you have any questions.