



City of Williamsburg, Codes Compliance Division  
401 Lafayette Street, Williamsburg, VA 23185  
(757) 220-6136 Codecomp@williamsburgva.gov

## Solar Photovoltaic (PV) System Permitting Checklist

The pre-submittal checklist below contains the minimum information and project plan details required to be submitted to the City of Williamsburg when applying for a permit to install a solar photovoltaic (PV) system. The intent of using the checklist is to provide transparent and well-defined information to minimize the number of required revisions and accelerate the application and review process.

### Required Permits

Completed permit applications are required to start the process of getting your permit. Also, ARB and Zoning approval may be needed in order to process your application.

- Residential
  - Electrical Permit
  - Building Permit
  
- Commercial and Industrial
  - Electrical Permit
  - Building Permit

### Additional Required Documents

#### Construction Drawings

- Two (2) copies of plans showing PV array configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, AC connection to building, and attachment detail for roof mounted or footing details for ground mounted.

#### Spec Sheets & Installation Manuals

- Include specification sheets and installation manuals for all manufactured components including, but not limited to PV modules, inverters, combiner box, disconnects, and mounting system.

### Contractor Requirements (to be submitted with application)

- A Copy of your State Contractors License, a local business license and for electrical permits, a copy of the master electrician's certification.

### Permit Fees

Building permit fees: \$55.00 Administrative Fee, \$35.00 Plan Review Fee and .008% of the job value and a 2% State Levy, with a minimum permit fee of \$76.50

Electrical permit fees: \$55.00 Administrative Fee and \$10.00 for the addition of equipment, a 2% State Levy, with a minimum permit fee of \$76.50



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### **Submission**

Permits can be submitted online to the following email: [CodeComp@williamsburgva.gov](mailto:CodeComp@williamsburgva.gov) or dropped off to our office located at 401 Lafayette Street, Williamsburg, VA 23185

### **Review Process Timeline**

The Codes Compliance Division is committed to providing timely review of solar PV permit applications. Best efforts are made to review completed residential solar permit applications within 3 days and commercial and industrial solar permit applications in 5 days. These turnaround times are typical, not guaranteed. The City of Williamsburg has a staff of dedicated individuals, but workloads, vacations, and sick leave can cause unforeseen delays that may impact turnaround time.

Certain circumstances that can prolong the permit turnaround time include:

- Applicant does not submit all required information
- Contractor applying for permit is not a licensed contractor
- Equipment is not listed

### **Permit Status**

To check your permit status please call our office at (757) 220-6134

### **Permit Expiration**

All permits expire six (6) months after date of issue. Failure to start the work authorized by a permit within this six-month period renders the permit invalid and a new permit must be obtained. Once work begins, noticeable progress must continue until completion. All work must be complete within six (6) months of a permit issue date.

### **Scheduling an Inspection and the Inspection Process**

To schedule an inspection please call (757) 220-6136 and follow the prompts. Please provide permit number, address of project, point of contact name and phone number. If an inspection request is made prior to 7:30 AM the inspection will be conducted that day, if it is after 7:30 AM the inspection will be conducted the next business day.

A Solar PV system requires 2 Inspections:

- Electrical Final
- Building Final

### **Contact Information:**

**Address:** 401 Lafayette Street, Williamsburg, VA 23185

**Office Phone:** (757) 220-6136

**Office Fax:** (757) 220-6134

**Office Email:** [Codecomp@williamsburgva.gov](mailto:Codecomp@williamsburgva.gov)

**Hours of Operation:** Monday through Friday, 8 AM to 4:30 PM