

Solar Photovoltaic (PV) Permit Application Guidelines

All solar PV systems require a permit **before** installation may begin. Follow the steps below for either the 1) Simplified Review **OR** 2) Standard Review.

Applicants may receive assistance with the permit application at the Marshall County Building Department at 112 W Jefferson St, Room 302 or call (574) 935-8531 for assistance.

For permit and inspection questions, call (574) 935-8531. For zoning questions, call the Plan Director at 574-935-8540

Option 1: Simplified Review (Small Residential Rooftop Systems)

Applicants may qualify for a simplified review for small, residential rooftop photovoltaic (PV) systems.

The simplified review allows the majority of simple rooftop solar PV systems to be permitted and inspected without requiring additional structural and design calculations.

Required Information for Permit:

- 1. Online Permit Application:** Create an online account and fill out a building permit application, including the contractor registered with Marshall County if any.

<https://permits.schneidercorp.com/>

- 2. Basic Site Map with Roof Layout:**

Draw a basic site plan using the online tool or submit a site map as an attachment.

This drawing does not need to be to scale. Setbacks from property lines do not need to be indicated for roof-mounted systems. Mark the location of the panels on the roof, inverters, utility meter, and the AC disconnect switch. Roof setbacks should be marked.

- 3. Specification Sheets:**

Digital or paper copies of specification sheets **must** be submitted **at the time of application** for all major PV system components including PV modules, dc-to-dc converters, inverters, and mounting systems. Digital files may be submitted through the online permitting system or in person in hard copy.

Option 2: Standard Review

Standard review applies to: all non-residential systems, all ground-mounted systems, all residential rooftop systems that do not qualify for Simplified Review. Commercial and institutional systems require standard review.

Required Information for Permit:

- 1. Online Permit Application:** Create an online account and fill out a building permit application, including the contractor registered with Marshall County if any.
<https://permits.schneidercorp.com/>
- 2. Site Plan:** The site plan should represent the relative location of components on the parcel, including panels, inverters, utility meters, disconnect switches and existing structures.
 - a. **Roof-mounted:** Mark location of the panels on the roof, labeling fire access setbacks from roof ridges and valleys. Setbacks from property lines do not need to be measured.
 - b. **Ground-mounted:** Measure and mark setbacks from property lines to the solar system.

3. Electrical Diagram [Example in Appendix A]:

Provide an electrical diagram showing PV array configuration, wiring system, overcurrent protection, inverter, disconnects, and AC connection to building. An example has been provided for your convenience. Note that a simple one-line diagram will satisfy this requirement.

4. Specification Sheets:

Digital or paper copies of specification sheets **must** be submitted **at the time of application** for all major PV system components including PV modules, dc-to-dc converters, inverters, and mounting systems. Digital files may be submitted through the online permitting system or in person in hard copy.

APPENDIX A

One Line Diagram Example

