



# TOWN OF PLAINFIELD

## Residential

### Solar Energy System - Submittal Requirements

Below are the specific minimum submittal & plan review requirements. Additional submittal documentation may be required as necessary. Solar Energy System installations must comply with 2018 IRC (2020 Indiana Building Residential Code) Section 324.

### Construction Plans and Documents

#### Plot Plan:

- Provide all applicable information per the Residential Single Family Plot Plan requirements
- Minimum plot plan scale 1"=20', minimum drawing scale 1/8"=1', minimum 10pt font size
- Show location of all photovoltaic components including the panel's exact location on the roof.
- Maintain 3' clearance from roof edges and roof peak.

#### Manufacturer's Specifications

If solar panels are mounted on roof, provide plans for the existing roof framing

- Specify size, type and spacing of existing framing members (indicate if trusses, rafters, etc.)
- Specify pitch of roof
- Specify existing roof covering material (tile, asphalt shingle, built-up, etc.)
- Specify size and weight of each solar panel
- Provide details for mounting of panels to the existing roof structure

#### Structural Engineering will be required:

- For the existing roof framing members when the additional load from roof mounted solar equipment exceeds 5 psf (weights are typically included in the manufacturer's specifications)
- For new detached solar structure/arrays of any height (Requires plans to be logged in for review)

#### Photovoltaic Systems require the following:

- Electrical plans that include a 3 line diagram showing all conductors, equipment, modules, etc., from the service panel to the modules. Include all ratings, wire sizes, location of conduit runs, labeling and the open circuit DC voltage if the modules are of the crystalline type.

### Submittal Procedure

All construction plans and documents shall be submitted through iWorQ, the Town of Plainfield's permit management system. The building permit application and plan submittals for a building permit must be made by the General Contractor, an Agent representing the contractor or the Person responsible for the construction.

- 1) Use the link at the bottom of the page to access the town's [iWorQ portal](#).
  - a. Create an account or login.
- 2) Complete the application. Upload all construction plans and documents outlined above.
  - a. Submittals must be a clear and understandable set of digital detailed plans and specifications drawn to scale which indicate in a precise manner the nature and location of all work to be accomplished. Incomplete submittals will not be accepted.
- 3) Once the application, with the construction plans and documents, is accepted we will begin the review process.
  - a. Review time is based upon current workload.
- 4) When released for construction, you will be notified that the permit is awaiting payment.
  - a. Permit and Utility Fees are due prior to permit issuance.
  - b. Permits may be paid online using the [iWorQ inspection portal](#).
- 5) Once all payments have been received, you will be required to print the permit placard that must be posted on the site until a Certificate of Occupancy has been issued.

### Inspection Procedures

All inspection requests are to be made by using the [iWorQ inspection portal](#).

It is the owner's/applicant's responsibility to ensure that the proposed installation of solar systems and associated equipment meets the applicable codes. If determined by inspection staff the proposed solar system is installed and is not code compliant it will be at the owner's/applicant's expense to comply.