



Photovoltaic System Permitting Process

Park City Municipal Corporation (PCMC)
Park City Fire Service District (PCFD)

Due to the increase in Photovoltaic (PV) systems in Summit County and Park City Municipal areas, the Park City Fire District has implemented the following guidelines:

- All PV systems must be approved by the Park City Fire District prior to beginning of the installation of the PV system.
- Park City Fire District will be implementing a \$50.00 fee for plan reviews and inspections (\$25.00/plan review, \$25.00/inspection). If more than one inspection is necessary an additional fee may be assessed. **Projects inside Park City city limits are not required to be inspected by the Park City Fire District.**
- The following documents must be submitted for approval prior to the beginning of the PV system installation:
 - Permit Review and Clearance Application - Tenant Improvement (TI)
 - Required Fees
 - For rooftop mounted systems:
 - Site layout showing the location of the PV panels with distances from the edge of panels to the edge of the roof, location of and description of circuit breakers, location and description of required signage, and location of quick disconnect
 - Show access around the building on which the PV panels will be installed including distances from the building to foliage
 - Cut sheets for all components used in the PV system
 - For ground mounted systems
 - Site layout showing the location of the PV panels with distances from the edge of panels to the closest exposures, location of and description of circuit breakers, location and description of required signage, and location of quick disconnect
 - Show access around the solar panels including foliage, fences, and other structural and landscaping items.
 - Cut sheets for all components used in the PV system
- Applications can be submitted in person Monday through Thursday from 8:00am to 5:00pm or emailed to fireprev@pcfd.org. If email is used please call our office to arrange for payment of the necessary fees. **Plan reviews will not take place until all fees are paid.**
- To schedule the final inspection call the Park City Fire District Fire Prevention Office at (435) 940-2532. **Final inspections by the Park City Fire District are not required in the Park City city limits.**

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