



COUNTY OF LOUISA

DEPARTMENT OF COMMUNITY DEVELOPMENT

Phone (540) 967-3430 Fax (540) 967-3486

www.Louisacounty.com

1 Woolfolk Avenue
SUITE 201
Louisa, Virginia 23093

Solar Panels Permit Package



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Permit Application Instructions
Solar Panels
PLEASE RETAIN FOR YOUR RECORDS

Permit Application Instructions

- Please fill out all areas in this packet; all forms and items required for submittal must be complete prior to application being accepted.
- Items required for permit submittal are identified on page 3 of this packet.
- Permit may be submitted via postal, drop off or email to buildingpermits@louisa.org.

Permit Review Process

Once all required submittals are completed and submitted, review steps are as follows:

1. Submittal Review – Verification that all required submittals are present and completed properly
2. Zoning Review – Ensures the project is taking place within the buildable area of the property, confirmation of property information, including Tax Map #, Zoning District, and setback requirements. **FOUNDATION SURVEY and SETBACK CERTIFICATION** requirements are determined at this review.
3. Building Plan Review – Comprehensive review of project plans will be completed to ensure all structural elements are identified and will meet all current building codes.
4. Final Review – Final review of documents. Community Development staff will inform primary contact when permit is ready for issuance. All fee balances are due at permit issuance.

Inspection Requirements - SAME-DAY INSPECTIONS ARE NOT AVAILABLE

If using a 3rd party inspector for footings, the following conditions apply:

- Must be on Louisa County’s approved 3rd party inspectors list
- Must notify Louisa County prior to any 3rd party inspection
- Must submit inspection result within 72 hours of inspection

Inspections are typically required to be completed in the following order:

1. Footing Inspection (if ground-mounted)
*** All 3rd party inspections must be submitted before moving forward ***
*** If required, Foundation Survey must be submitted and approved before moving forward ***
2. Electrical Ditch Inspection
3. Electrical Service Inspection
*** If required, Setback Certification must be submitted and approved before moving forward ***
4. Electrical Final Inspection



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Schedule of Fees
Solar Panels

2% State Fee will apply to the following:

Solar Panels (roof- or ground-mounted) \$125.00

****FEES DUE AT PERMIT ISSUANCE****

Additional Fees:

- Permit Renewal \$ 75.00
- Working without a permit 50% of permit fee - \$250.00 minimum
- Re-inspection Fees:
 - 1st Failed Inspection \$ 30.00
 - Additional Failed same issue \$ 35.00
 - Not Ready when inspector arrives \$250.00

Submittal Requirements
Solar Panels

Items Required for Submittal – **INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED**

Required forms and submittals provided by applicant or applicant’s contractor:

- Deed/Recordation Receipt** – if the property is not listed in the current property owner’s name
- Plat of property** -- for ground-mounted arrays only
- Building Plans** – one complete set
- Engineer’s Letter**
- State Contractor’s License**
- Louisa County Contractor’s License**

Additional submittals that may be required:

- Town of Louisa or Town of Mineral Zoning Approval** - if building within town limit



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**Permit Application
Solar Panels**

Contact Information

| | |
|---|----------------|
| Property Owner: _____ | Phone #: _____ |
| Address: _____ | Email: _____ |
| Contractor Name: _____ | Phone #: _____ |
| Contractor Address: _____ | Email: _____ |
| Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Agent | |

Project Location / Project Details / Property Information Details

| |
|---|
| Property Address (if applicable): _____ |
| Tax Map #: _____ Magisterial District: _____ |
| Zoning District: _____ Subdivision: _____ |
| Present Acreage: _____ Acreage of Disturbance: _____ |
| Existing structures on property: _____ |
| Job Value: \$ _____ |
| Description of work: _____ _____ |
| Directions to property from County Office Building: _____ _____ |
| Proposed Setbacks: Front* _____ Rear _____ Left Side _____ Right Side _____ |
| * For ground-mounted solar arrays only |
| * Front setback is measured from the edge of the right-of-way |
| Acknowledged By: _____ |
| I declare that the statements made and the information given on this application are true, full, and correct to the best of my knowledge and belief, and I agree to conform to all Zoning and Building Regulations. I give my permission for County staff to enter onto this property for appropriate inspections. I also acknowledge the comments made by the Zoning Administrator or designated agent and the setback requirements stated on this form and/or permit. I further understand that an authorized agent of Louisa County may require a foundation survey or setback certification for compliance at any time during the construction process or prior to issuance of a Certificate of Occupancy. |
| Acknowledged By (print): _____ Date: _____ |
| Signature of Owner or Authorized Agent _____ |



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Contractor Information Sheet

Solar Panels

Fill out either the Contractor License Exemption OR Owner/Agent Affidavit

Contractor License Exemption- The property owner will be acting as the contractor and is responsible for work performed onsite.

I affirm that I am the owner of a certain tract or parcel of land listed below and that I have applied for a building permit. I affirm that I am familiar with the prerequisites of §54.1-1111 and §54.1-1101 of the Code of Virginia and I am not a contractor or subcontractor.

Owner(s) Name: _____

Address or Tax Map #: _____

Signature of Owner(s): _____

Notice: Per §54.1-1101, Exemptions: *The property owner of a commercial, industrial, or manufacturing facility is only allowed this exemption for repairs or improvements to the existing structure(s). New structures, including additions are not included in this exemption. The property owner shall be a properly licensed contractor or employ a properly licensed contractor per §54.1-1103 of the Code of Virginia.*

OR

Owner/Agent Affidavit- The property owner has hired a contractor to perform work for this project. Contractor information will be verified.

I hereby certify that I/we, owner(s) of record, authorize the below referenced person/contractor/RDP to submit this application as my/our authorized agent.

Owner(s) Name: _____

Address or Tax Map #: _____

Signature of Owner(s): _____

Contractor

Contractor/Company/Agent Name: _____

Virginia Contractor's License #: _____

License designation(s), e.g. CBC/RBC/ELE: _____

Expiration Date: _____

Signature of Contractor/Agent: _____



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Permit Application - Building and Zoning

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Staff Use Only – Zoning Permit Approval and Requirements

Zoning Permit # _____ Building Permit # _____

Required Setbacks: Front _____ Rear _____ Left Side _____ Right Side _____

Foundation Survey Required: YES NO Setback Certification Required: YES NO

Existing CUP/SEP/Variiances: _____ Flood Zone YES NO

Minimum Lot Width: _____ Maximum Building Height: _____

Comments by Zoning Administrator: _____

Approved by Zoning Administrator or

Designated Agent: _____ Date: _____