100 Municipal Circle • Raymore, MO 64083

816-892-3030 • www.raymore.com

Solar Permitting Checklist

In order to process your permit application in an expeditious manner you must provide *all* the required information regarding your proposal. Incomplete applications will take significantly longer to process. If you have questions please contact us using the information provided at the bottom of this sheet.

The following information will be required:

- A complete Solar Permit Application
- The installing contractor name and contact information (installer must have a City of Raymore Occupational License)
- An application fee of $35.00

Using the application form please include:

- The location of the proposed installation
- Information about the strength of the structure to which the installation will be attached
- Any strengthening of roofs that must take place to ensure structural safety (if applicable)
- Information about the mounting system that will be used to construct the array
- Any zoning related information that may impact the installation
- A to-scale site plan showing:
    - Equipment locations
    - Types of panels and inverters
    - Types and sizes of conduits and conductors
    - Lengths of runs
- A grounding diagram showing electrodes and grounding electrode conductors
- A wiring diagram showing:
    - All circuitry
    - Equipment
    - Fusing
    - Points of connection
    - Disconnects
    - Array wiring
    - Equipment grounding
- Cut sheets and instruction manual for the inverter with the applicable model numbers highlighted and the UL or comparable listing noted.

- Cut sheets for the PV modules, which need to include V_{OC} rating, I_{SC} rating, P_{MAX}, maximum series fuse rating, voltage at P_{MAX} and current at P_{MAX}
- Cut sheets on batteries, if applicable, and connection diagrams with cable sizes.

Also Identify:

- Battery fusing and fuse holders
- Amp hour of battery bank
- Charge capacity of charge system
- Details for battery storage and venting
- Identify wire types and connectors of all cables.
- Provide details for array mounting and engineering for the supporting structure.
- Verify the ability of PV systems installed on three phase supplied systems to cease to export power on loss of voltage in any phase.
- Show all warning signs and their locations.

Ensure that all required materials have been completed and compiled and submit them to:

- Online: https://www.municipalonlinepayments.com/raymoremo
- In Person: Building Inspections Division, City of Raymore, 100 Municipal Circle, Raymore, MO 64083
- By Email to: jwoerner@raymore.com or hdriscoll@raymore.com

Inspection Process:

- Contractor is required to call 816-331-7916 at least 2 hours prior to the time requested for an inspection. All installation work shall be completed in accordance with the approved plans. This is a final inspection and all work shall be fully completed.

Contact Person:

For answers to questions please visit the Raymore City website or contact Jon Woerner, Raymore Building Official, at 816-331-7916, or at jwoerner@raymore.com