



City of Ann Arbor Solar Photovoltaic (PV) System Permitting Checklist



Prepared by the Office of Sustainability and Innovations
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The City of Ann Arbor encourages residents, business owners, and nonprofits to pursue solar energy installations. The City of Ann Arbor offers expedited solar permitting for most residential solar energy installations.

The pre-submittal checklist below contains the minimum information and project detail plans required to be submitted to the City of Ann Arbor Building and Rental Services Department when applying to install a solar photovoltaic (PV) system (residential or small commercial).

The intent of using the checklist is to provide transparent and well-defined information to minimize the number of required revisions and expedite the application and review process.

1 Determine Applicable Permit

Residential Solar Only

- Complete the Eligibility Checklist on the Expedited Solar Permit Application to determine if your permit can be expedited

2 Complete Required Permits

A complete building permit and/or electric permit application (see below for requirements) is required to start the process of getting your permit. Some sites also require a zoning permit.

All forms are fillable PDFs and are submitted via email to building@a2gov.org.

Expedited Residential Solar

- Complete the [Expedited Permit Application](#)

Non-Expedited Residential Solar

- Complete the [Electric Permit](#)
- Complete the [Residential Building Permit \(Information sheet available\)](#)
- Complete a Zoning Permit

Commercial Solar

- Complete the [Electric Permit](#)
- Complete the [Commercial Building Permit \(Information sheet available\)](#)
- Complete a Zoning Permit

*If applicable

3 Complete Additional Required Documents

Expedited Residential Solar

- No other additional documents required

Non-Expedited Residential Solar

- Building permit requires sealed drawings, which can be submitted electronically. Review the [Information Sheet](#) for more information

Commercial Solar

- Two sets of drawings signed and sealed. Review the [Information Sheet](#) for more information.

4 Estimate Permit Fees

The following table summarizes the applicable fees for each permit type. Note that additional electric work may be required; these fees are not included in this table.

Expedited Residential Solar

Only an electrical permit is required. We **do not** charge for line item solar fees, application fees, and plan reviews. Other line item fees will be charged to include an inspection fee, if applicable.

Item	Fee
<i>Electric Permit</i>	
Basic Application Fee	WAIVED
Residential Solar Panels	\$0.00
Inspection	\$35.00*
<i>Building Permit</i>	
	N/A

*If applicable

Non-Expedited Residential Solar

A building and electrical permit is required. We **do not** charge for solar fees, application fees, and plan review fees. If other line items are required, an application fee, inspection fee, and other line items will be charged, if applicable.

Item	Fee
<i>Electric Permit</i>	
Basic Application Fee	WAIVED
Residential Solar Panels	-
Inspection	\$35.00*
<i>Building Permit</i>	
Building Application Fee	\$15.00
Plan Review Fee	<i>Flat fee based on estimated cost:</i>
	\$0 - \$10,000 Plan review cost \$37.50
	\$10,001 - \$50,000 Plan review cost \$75
	Over \$50,000 Plan review cost \$100
Building Permit Fee	<i>Flat fee based on estimated cost:</i>
	\$0 - \$10,000 Permit cost \$150
	\$10,001 - \$50,000 Permit cost \$200
	Over \$50,000 Permit cost \$400

Commercial Solar

Item	Fee
<i>Electric Permit</i>	
Basic Application Fee	\$15.00
Commercial Solar Panels	<i>Flat fee based on number of panels:</i>
	0 – 50 panels \$60
	51 – 100 panels \$150
	101+ panels \$400
Inspection	\$35.00*
<i>Building Permit</i>	
Building Application Fee	\$15.00
Plan Review Fee	<i>Flat fee based on estimated cost:</i>
	\$0 - \$10,000 Plan review cost \$37.50
	\$10,001 - \$50,000 Plan review cost \$75
	Over \$50,000 Plan review cost \$100
Building Permit Fee	<i>Flat fee based on estimated cost:</i>
	\$0 - \$10,000 Permit cost \$150
	\$10,001 - \$50,000 Permit cost \$200
	Over \$50,000 Permit cost \$400

*If applicable

5 Submit Application

Application materials are available online as fillable PDFs.

- Submit PDFs to building@a2gov.org

6 Process Timeline

City of Ann Arbor Building and Rental Services Department is committed to providing timely review of solar PV permit applications. The following turnaround times are typical, but not guaranteed. The City of Ann Arbor has a staff of dedicated individuals, but workloads, vacation, and sick leave can cause unforeseen delays that may impact turnaround time.

- Expedited Residential Permits: 3 – 5 Business Days
- Non-Expedited Residential and Commercial Permits: 5 – 10 Business Days

Certain circumstances that can prolog the permit turnaround time include:

- Applicant does not submit all required information
- Contractor applying for permit is not a licensed or registered contractor
- Equipment is not listed
- Dependent on seasonal workload

7 Check Permit Status

Information on the status of your permit is available on [eTRAKiT](#).

- Under **Permits** click on **Search Permit**
- Search by address or permit number
- Select the permit you wish to view and use tabs to navigate permit information

Note: Printable documents are listed as attachments at the bottom of the **Permit Info** tab

Once a permit is issued, work can start. All permits expire six (6) months after date of issue. Failure to start work authorized by a permit within this six-month period renders the permit invalid and a new permit must be obtained. Once work begins, noticeable progress must continue until completion.

8 Schedule Inspection

Once work on a solar PV installation is completed, schedule an inspection. Inspections are scheduled using [eTRAKiT](#).

- Click on **Set Up an Account** if you do not have an eTRAKiT account already created. Select **Log In** if you have already created an account.
- Once logged in, click on **My Dashboard**
- Click on **Link to Permits** box and search for your permit number

*If applicable

- Under **Inspections** click on **Schedule**
- Under **My Active Permits** click on the permit number
- Click on **Request Inspection**
- The first available inspection date will automatically populate. Inspections must be scheduled 24 hours in advance and no later than 2:30 pm for next-day inspections. Inspection requests are scheduled by **DAY**, not time
- ON THE DAY OF YOUR INSPECTION:** Log in to eTRAKiT or call (734) 794 – 6263 ext. 0 to get your 2-hour time slot

Contact Information

Buildings, Rental, and Inspection Services

City Hall: 301 E Huron St, Ann Arbor, MI, 48104-6120

Phone: (734) 794 – 6263 ext. 0

Email: Building@a2gov.org

Fax: (734) 994 - 8460

*If applicable