



## GENERAL PERMITTING & INSPECTION PROCESS CHECKLIST

⇒ Installer must have proper state licensing whether electrical, plumbing or building. Master and contractor licenses and proof of insurance are needed to pull a permit.

⇒ Installer brings **complete** project plans to the Building Inspector during office hours noted above. Contact the Building Inspector to determine if a permit fee is required. Required permits include:

Electrical Permit: New 1-2 dwelling residential homes; Commercial projects

Building Permit: Determined by building inspector based on project

⇒ \*Projects related to historic structures, sites, or districts must obtain a Certificate of Appropriateness granted by the Historic Preservation Commission (regulated by Ordinance 826). Planning staff can assist with the process, and can be contacted at 715-682-7041.

⇒ \*Projects located within the Waterfront Overlay District along Lake Superior shall not obstruct views of the lake as specified in the Unified Development Ordinance 781.

⇒ Person paying for the solar project should be present to pay for the permit and can pay with a check or cash to the Building Inspector.

⇒ Upon successful plan review, the Building Inspector will issue the necessary permit.

⇒ Inspections staff will make final inspection after project completion.

\*Interim inspections may be needed during the project depending on project type (e.g., footings for a ground mount system)

⇒ After completion, certifications are required by Xcel Energy prior to starting the project. For businesses call 1-800-481-4700; for residential call 1-800-824-1688. Forms may be found on the State's PSC website. Forms include:

Distributed Generation (DG) Interconnection Agreement signed by customer/owner

Xcel Electric Inspection Certificate signed by City Inspector and licensed installer

⇒ Installer makes commissioning appointment with a utility representative to obtain final power utility inspection and schedule change in meter before bi-directional unit. Installers do not pull meters.

⇒ Project is commissioned and begins producing energy.

Installing a solar project in the City of Ashland requires obtaining permits from the City's Building Inspector. Permits will vary depending on the project. All projects shall be reviewed and approved within three (3) business days from submittal to the Building Inspector. The Building Inspection office is open between 8 a.m. to 4 p.m., Monday-Friday, or by appointment by calling 715-682-7002. It is located on the 2nd floor of City Hall at 601 Main St. W. Xcel Energy has their own process as well and this sheet does not explain their requirements in full. Please contact them for what they require.

*\*May not pertain to all projects, contact Planning to determine if step is required.*