



**Polk County Public Works**

5885 NE 14<sup>th</sup> Street  
 Des Moines, IA 50313  
 Phone: 515-286-3705

Email: [publicworks@polkcountyia.gov](mailto:publicworks@polkcountyia.gov)

**Solar Panel Permit Application and Checklist**

**Please Allow 5 – 7 Business Days for Permit Review and Approval**

JOB SITE ADDRESS:		GEO PARCEL #:	
OWNER:		PHONE:	
ADDRESS:	CITY:	STATE:	ZIP:
EMAIL:			
CONTRACTOR:		PHONE:	
COMPANY:		ADDRESS:	
CITY	State:	Zip:	
EMAIL:			

Solar Panel(s) will be installed on the: Ground or Roof Ground Overall Height: \_\_\_\_\_ Roof Mounted (Height above roof): \_\_\_\_\_

Dimensions (size) of proposed Solar Panel(s): \_\_\_\_\_ x \_\_\_\_\_ Total Square Feet: \_\_\_\_\_ Valuation of Solar Panel(s): \$ \_\_\_\_\_

Closest distance to the house \_\_\_\_\_ (Must be a minimum of 10 feet if on the ground)

Additional information (If any): \_\_\_\_\_

Checklist of items to be filled out or completed prior to submitting the application packet:

- Solar Panel Permit Application and Checklist
- Engineered Construction Plans (If on a roof – verifying the extra load on the structure)
- Detailed Site Plan Drawing or Aerial (If on the ground – indicating which structure the solar panel will be placed)
- Proposed Panel Staked (If on the ground)

Stipulations:

- No construction shall start until the permit is issued.
- All work must be permitted prior to inspections.
- Unresolved zoning, subdivision, floodplain and/or health items may delay the issuance of any permit. No structure should be used or occupied until the Certificate of Occupancy/Use is issued.
- An Electrical Permit must be applied for separately by a State licensed contractor.

Contractor/Owner/Applicant Statement:

Work must commence within 180 days from permit issuance date and be completed and inspected within one year from the permit issuance date, or the building permit will be null and void. I understand all work must be inspected and approved by Polk County prior to concealing any installation and that I must call for a final inspection. I further understand that a Certificate of Compliance or Certificate of Occupancy/Use is required in accordance with applicable codes and ordinances.

I have included all of the above checked items and I understand that all the items listed above must be reviewed and fees paid before a permit will be issued. I further understand that construction work cannot begin until the building permit has been issued. All information supplied by me is true and correct and to the best of my knowledge and belief.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

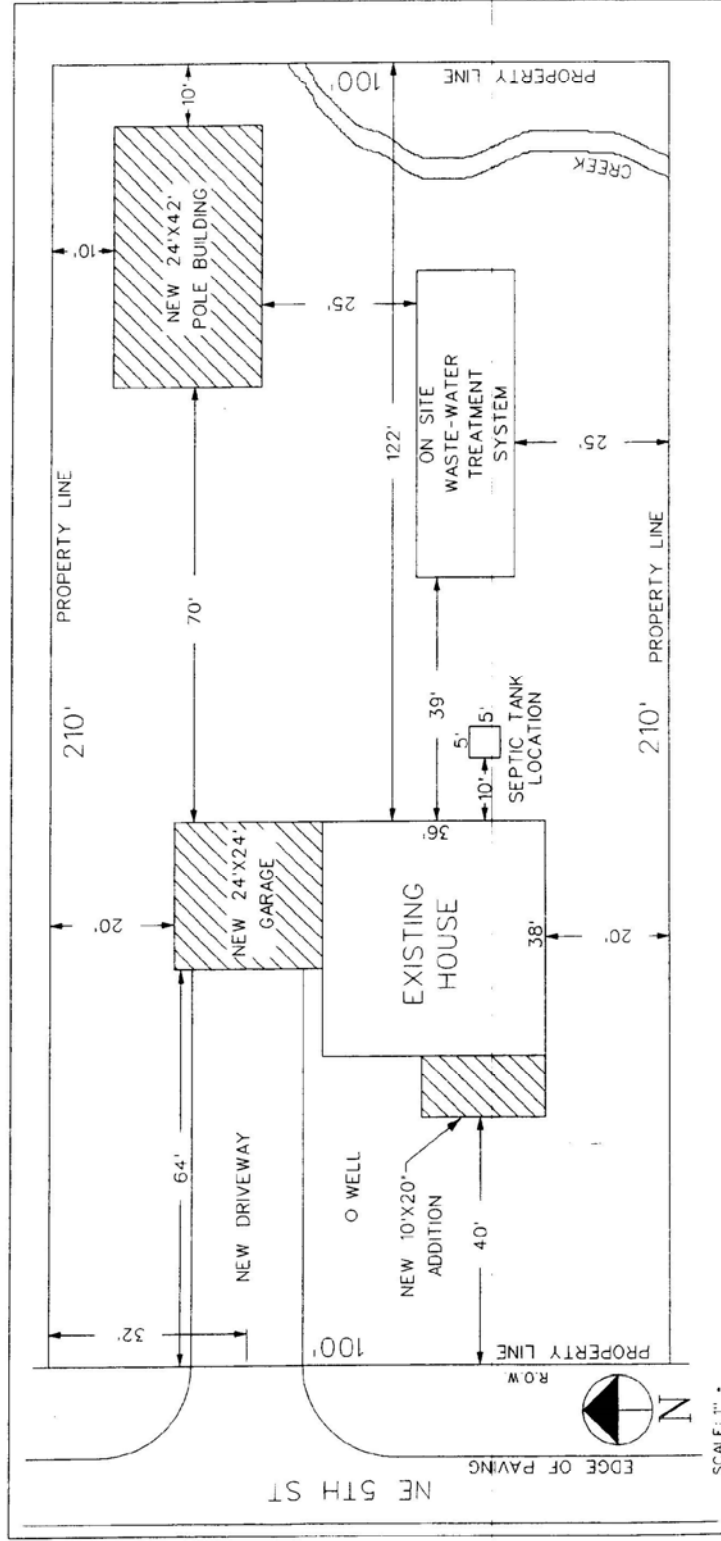
\_\_\_\_\_

Date

# RESIDENTIAL SITE PLAN INSTRUCTIONS

## Required Information:

1. Specify Site Address and Owner's Name.
2. Specify Name and Phone Number of person furnishing Site Plan information.
3. All streets must be identified.
4. Indicate Lot Dimensions.
5. All structures, existing and proposed, must be shown on the Site Plan. Dimensions of and distances to all lot lines from existing/proposed buildings must be indicated as well as distances between all proposed and existing structures.
6. Indicate location of and distance to property entrance(s), existing and/or proposed. Dimensions from corner of property to center of drive should be indicated.
7. Indicate location of and distance to existing and proposed septic tank(s) and/or on site waste-water treatment system(s), if possible.
8. Indicate location of ponds, streams, drainage ways, and/or ravines. All physical features must be shown.
9. Identify North Directional Arrow and indicate scale of site plan.



ADDRESS: 101 NEW HOUSE LANE      OWNER: JOE BUILDER      APPLICANT: JOE BUILDER      PHONE: (515) 286-XXXX

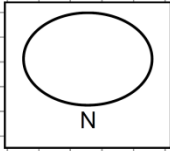
Polk County Public Works – Detailed Site Plan Drawing

SITE ADDRESS: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S PHONE: \_\_\_\_\_



**INSTRUCTIONS TO APPLICANT**

Specify Site Address and Owner's Name.

Specify Name and Phone Number of person furnishing Site Plan information.

all streets must be identified.

Indicate lot dimensions.

All structures, existing and proposed, must be shown on the Site Plan. Dimensions of and distances to all lot lines from existing/proposed buildings must be indicated as well as distances between all proposed/and existing structures.

Indicate location of and distance to property entrance(s), existing and/or proposed. Dimensions from corner of property to center of drive should be indicated.

Indicate location of and distance to existing and proposed septic tank(s) and/or on site waste-water treatment system(s) and if applicable geothermal heat pumps.

Indicate location of ponds, streams, drainage ways, and/or ravines. All physical features must be shown.

Identify North Directional Arrow and indicate scale of Site Plan.

I, WE CERTIFY THAT THE PROPOSED CONSTRUCTION WILL CONFORM TO THE DIMENSIONS AND USES SHOWN ABOVE AND THAT NO CHANGES WILL BE MADE WITHOUT FIRST OBTAINING APPROVAL.

APPLICANT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

