



City of Santa Fe

Building Permit Checklist

Photovoltaic Systems (Roof Mounted Systems – with or without Ballast)

Completed Applications are accepted Monday through Friday 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. by the Building Permit Division located at 200 Lincoln Avenue, Santa Fe. Questions may be directed in person or by phone at 505-955-6588. Checklist available at www.santafenm.gov.

Applications will be considered complete only when all items herein are verified by the City Building Permit Specialist. Contents herein are minimum compliance requirements for applicable federal, state and local ordinances and standards including the 2015 New Mexico Commercial Code or the 2015 New Mexico Residential Code and the 2017 New Mexico Electrical Code (NMEC), 2012 New Mexico Electrical Safety Code and the 2012 NM Solar Energy Code.

For specifics, contact a Building Plan Reviewer at 505-955-6491 or an Electrical Plan Reviewer at 505-955-6649.

PRE-REQUISITE-APPROVALS: The following pre-requisite approvals must accompany the building permit application: (if applicable)

- Historic Preservation District Approval - Please contact the Historic Preservation Division at 955-6318
- Escarpment Overlay District Approval - Please contact the Technical Review Division at 955-6641

ROOF MOUNTED PANELS (with or without ballast) - MINIMUM SUBMITTALS

Upon receipt of two (2) complete sets of proposed construction plans, pre-requisite compliance documents, and information described below, the City of Santa Fe Land Use Building Permit Division will strive to complete the review in 3 business days.

_____ **1. Building Permit Application:** Complete all required fields and answer all questions. Blue or Black ink only.

_____ **2. Site Plan:** (Minimum scale 1"=20') Site plan should indicate location of major components on the property (must include PV array configuration)

- a. North arrow
- b. Official property address
- c. Zone district
- d. Street names
- e. Existing and proposed improvements

_____ **3. Building Requirements**

- Provide framing plan indicating location of the PV installation layout on the existing roof framing members that support the system.

Building Permit Checklist

Photovoltaic Systems (Roof Mounted Systems)

- Provide existing roof information to include roofing type and number of roof coverings
- Provide proposed method and type of weatherproofing of roof penetrations resulting from PV installation
- Provide manufacturer's cut-sheets and installation instruction for all PV modules, inverter(s), solar panels, combiner box, disconnects and mounting system(s).
- Provide engineering calculations certified by a State of New Mexico licensed engineer or architect when any of the following occurs:
 - The array is over 5lbs/ft² of the roof construction
 - The existing roof construction is pre-1986
 - The attachments with a dead load exceed 45 lbs. per attachment
 - Mounting systems of unique design
 - Over spanned rafters, trusses or roof joists

4. Electrical Requirements:

**Electrical one-line and three line diagram (both diagrams required).
PV systems that exceed 15 kilowatts shall be prepared and stamped by a
State of New Mexico licensed electrical engineer.**

- Photovoltaic (PV) array configuration, size, type, and number of modules per string
- Grounding electrode and bonding for DC system
- Required Disconnects – AC and DC
- Conductor sizes, types, temperature rating(s), and ampacity(s)
- Clearly indicate all areas where conduit will be run on/in the interior and/or exterior of the structure
- Utility-Interactive Inverter
- Point of connection with the utility through a back fed breaker must comply with Article 705.12 - 2014 NEC/NMEC

5. Required Inspections (not chronological)

Electrical Inspections

- Solar rough in
- Solar pre-final
- Solar final - provide safety signs at required locations as per Article 690 of the 2014 NEC

Optional Inspections as applicable

- Historic Final
- Escarpment Final

Building Inspections

- Framing Inspection (as needed)
- Building Final

Building Permit Checklist

Photovoltaic Systems (Roof Mounted Systems)

IMPORTANT INFORMATION:

Submittal: Two (2) complete sets of plans meeting the minimum criteria of the Building Permit Submittal Checklist are to be submitted in person to the Building Permit Division, 200 Lincoln Avenue, Santa Fe, NM 87504, First Floor, West Wing.

Issuance: A building permit may be issued only to a State of New Mexico Licensed Electrical Contractor.

Fees: An electrical permit fee will be collected at the time of permit issuance. Resolution No 2008.83 which is available upon request or at http://www.santafenm.gov/document_center/document/1393.

Revisions: Plans will be reviewed for compliance and either approved or rejected. Rejected plans must be corrected for compliance and resubmitted after the initial review cycle has been completed. The applicant will receive a phone call from the Building Permit Expeditor when revisions can be accepted.

Application Tracking: Monitor the status of the application AT <http://www.santafelanduse.com/>

Permit Notification and Inspections: Once a building permit is issued, it is the responsibility of the permittee to immediately post the Building Permit Poster in a conspicuous place visible from the public way, to place the approved perforated plans and supporting documents at the site for inspectors and to schedule required inspections.

Permit Expiration/Extensions: A building permit is valid for one year from date of issuance provided construction has commenced within 180 days, otherwise, the permit becomes invalid. An extension may be granted by the Building Permit Division if requested in writing by the applicant before the permit expires.

Appeals: Appeals may be filed by any person aggrieved by any decision made by officials administering Article 14-3.17, SFCC 1987. Such appeals must be filed within thirty (30) days of issuance of the building permit.