



## SOLAR INSTALLATION CHECKLIST

This checklist is a guide for city residents in properly permitting new solar panel installations for their home. It contains details for submitting solar installation projects for approval by the City of Cottonwood Heights Community and Economic Development Department. To comply with all local ordinances and ensure safety, please follow all the items below.

All plans must be drawn to a common scale,  $\frac{1}{4}''=1'$  or larger, and must clearly indicate the location, nature, and extent of the proposed work. Plans lacking adequate detail will not be approved.

Fees: Fees are based upon the valuation of the work being done. Other fees will be assessed before the permit can be issued. **The Plan Review Fee must be paid at the time of submittal.**

Initial review will be performed within 15 business days. Second reviews will be completed within 10 business days. Applicant is responsible for the actual staff cost of any subsequent reviews.

**Remember, this is not a comprehensive list and is meant only to be a helpful guide!**

### Required Information

- Site Plan: Two (2) sets of plans drawn to scale
- Stamped engineer letter certifying inspection of roof loading detail
- Solar Array System Designed by a Utah licensed engineer

**PLEASE REMEMBER! THIS IS NOT A  
COMPREHENSIVE LIST AND IS ONLY TO BE USED  
AS A HELPFUL GUIDE. CALL US AT 801-944-7000 IF  
YOU HAVE ANY QUESTIONS**