

## Solar Photovoltaic (PV) System Permitting Checklist

The basic, pre-submittal checklist below contains the minimum information and project plan details required to be submitted to Fitchburg's [Building Inspection 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.

### Required Permits

- Residential or Commercial
  - [Uniform Permit Application](#)

### Additional Required Documents

#### Construction Drawings (Residential and Commercial)

- Two (2) copies of plans showing PV array configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, AC connection to building, and attachment detail for roof mounted or footing details for ground mounted.
- Plans for installations on commercial buildings need to be engineer stamped.
- Digital copy of plans requested, but not required.

#### Spec Sheets & Installation Manuals (Residential and Commercial)

- Include specification sheets and installation manuals for all manufactured components including, but not limited to PV modules, inverters, combiner box, disconnects, and mounting system.

### Permit Fees

The following permit fees are required for solar PV permit applications.

- \$3 per proposed kilowatt of generating potential
- Minimum fee of \$45, Maximum fee of \$400 (includes plan review)

Complete fee information can be found on the [Permit Applications & Requirements](#) webpage under the Fees & Processing section.

### Submission

Permits may be emailed to [buildingpermits@fitchburgwi.gov](mailto:buildingpermits@fitchburgwi.gov) or faxed to 608-270-4275. If you would like to mail permit application with check, please provide self-addressed stamped envelope to send permit to or please provide an email address.



City of Fitchburg  
Building Inspection  
5520 Lacy Road  
Fitchburg, WI 53711

608-270-4260

[buildingpermits@fitchburgwi.gov](mailto:buildingpermits@fitchburgwi.gov)

<http://www.fitchburgwi.gov/136/Building-Inspection>

### **Review Process Timeline**

The Building Inspection Department is committed to providing timely review of solar PV permit applications. Best efforts are made to review completed one and two-family dwelling solar permit applications within 3 – 5 days and commercial/non-residential permit applications in 10 days. These turnaround times are typical, not guaranteed. Fitchburg has a staff of dedicated individuals, but workloads, vacations, and sick leave can cause unforeseen delays that may impact turnaround time.

### **Permit Status**

To check your permit status please visit, call, or email city staff using the contact information listed below.

### **Permit Expiration**

All permits expire twelve (12) months after date of issue. Failure to start the 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. All work must be complete within twenty four (24) months of a permit issue date.

### **Scheduling an Inspection**

To schedule an inspection please complete this [online inspection request](#).

### **Contact Information**

**Email:** [buildingpermits@fitchburgwi.gov](mailto:buildingpermits@fitchburgwi.gov)

**Phone:** 608-270-4260

**Fax:** 608-270-4275

### **Address:**

5520 Lacy Road  
Fitchburg, WI 53711

### **Hours of Operation**

Monday – Friday  
7:30 a.m. – 4:30 p.m.