



TOWN OF ABINGDON COMMUNITY DEVELOPMENT

Building • Planning • Code Enforcement

Office Use Only
Fees: \$ _____

APPLICATION FOR ALTERNATIVE ENERGY PERMIT

Location of Property	Street Address		
	City, State, Zip Code	Parcel Number	
Applicant Information	Name		
	Phone		
	Mailing Address, City, State, Zip Code		
	Select Applicant Relation to Property below: <input type="checkbox"/> Property Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Contractor <input type="checkbox"/> Other:	Email	
AES Contractor	Note: Owners doing their own work do not need to complete the AES Contractor section.		
	Company Name	License Number	
	Mailing Address, City, State, Zip Code	Phone	
	Email		
Project Description	1) <input type="checkbox"/> Residential (1 and 2 family dwelling) <input type="checkbox"/> Commercial	Additional Comments	
	2) <input type="checkbox"/> Solar P V <input type="checkbox"/> Other (describe) _____		Watts
	3) <input type="checkbox"/> Roof <input type="checkbox"/> Ground <input type="checkbox"/> Pole		
	4) Review the attached Solar Photovoltaic Systems Plan Review Checklist and submit it with you application. Have you attached the plan review to the application? <input type="checkbox"/> Yes <input type="checkbox"/> N/A		
	5) Value of Project: \$ _____		
Applicant Signature	I hereby certify that I am the owner of the record herein described property, or that the proposed work has been authorized by the owner of record and that I have been authorized to make this application as a designated agent. I agree to conform to all applicable state and local regulations, rules, and policies and such shall be deemed a condition entering into the exercise of the permit. In addition, if a permit is issued, I certify that the code official or his authorized representative shall have the authority to enter the area(s) described herein for the purpose of enforcing the provisions of the applicable code(s). I certify all answers to questions and additional statements, within this application for permit, are true, as confirmed by my signature below.		
	Applicant (Print Name)	Signature of Applicant	
Owner Affidavit	My signature below confirms that I am familiar with the Code of Virginia, Title 54.1-1111 which regulates contractors; I am aware that anyone who performs work for me is required to have a state contractor license and trade certification (if applicable); that I may be subject to with-holding taxes for those working on my project; and that I am not subject to licensure as a contractor or subcontractor for this project.		
	Property Owner	Signature of Property Owner	
		Date	



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SOLAR PHOTOVOLTAIC SYSTEMS PLAN REVIEW CHECKLIST

The following checklist contains the minimum information and details required when applying for a Solar PV Alternative Energy permit. This is a basic pre-submittal checklist that is intended to expedite, and limit the application process for small Solar PV (less than 10 KW), to a shorter timeframe. For Contractors with Virginia DPOR licensure that includes AES and ELE classifications, only one (1) permit application is required, otherwise separate Alternative Energy System and Electrical permit applications would need to be submitted.

1. Site and/or Building - Include with the application the following information:

- The location and type of the proposed installation
- Information about the strength of the structure to which the installation will be attached, distributed loading of the equipment and attachment details.
- Any strengthening of roofs that must take place to ensure structural safety (if applicable)
- Information about the mounting system that will be used to construct the array

2. Electrical - Include with the application the following information:

- System layout and wiring diagram showing:
 - Equipment type and locations
 - Types of panels and inverters
 - Types and sizes of conduits and conductors
 - Fusing
 - Points of connection
 - Disconnects
 - Array wiring
 - Equipment grounding
 - Required labeling
- Cut sheets and instruction manual for the inverter with the applicable model numbers highlighted and the UL or comparable listing noted.
- Cut sheets for the PV modules, which need to include V_{OC} rating, I_{SC} rating, P_{MAX} , maximum series fuse rating, voltage at P_{MAX} and current at P_{MAX} .
- Cut sheets on batteries, if applicable, and connection diagrams with cable sizes.
 - Battery fusing and fuse holders
 - Amp hour of battery bank
 - Charge capacity of charge system
 - Details for battery storage and venting