



City of Shorewood

5755 Country Club Road
Shorewood, MN 55331
952.960.7900; FAX: 952.474.0128

Solar PV Permit Application Checklist

APPLICATIONS WILL BE PROCESSED ONLY IF CHECKLIST AND ALL REQUIRED ITEMS ARE SUBMITTED.

Applicant will be notified when permit is approved with the total fee amount.

Residential & Commercial, Flush Roof-Mount, Solar PV Systems – Permit Checklist:

- [Building Permit](#)
- [Electrical Permit*](#)
- Site plan showing location of major components on the property and a framing cross-section that identifies type of support (rafter or truss), spacing, span dimension, and approximate roof slope.
- Structural Compliance** - Construction Plan, Specification Sheets, and Installation Manuals for all manufactured components. Additional Information as Requested by Inspector.

** Electrical permits for the city are through the state.*

Residential & Commercial, Ground-Mount, Solar PV Systems – Permit Checklist:

- [Building Permit](#)
- [Electrical Permit*](#)
- Site plan showing location of major components on the property, setbacks, elevations, size.
- Structural Compliance - Construction Plan, Specification Sheets, photos, and Installation Manuals for all manufactured components. Additional Information as Requested by Inspector.

** Electrical permits for the city are through the state.*

The cost of a **Residential** Solar PV System permit (Ground or Roof Mount) is \$200.

The cost of a **Commercial** Solar PV System permit (Ground or Roof Mount) is based on cost-recovery, which will be consistent with the cost for services (permit processing, site plan review, etc.). Cost of permit to be paid at time of application with cash, check, or credit card.

All applications will be reviewed within 5-10 business days. Installation may be initiated only after permits have been issued. If you have questions, please send us an email (cityhall@ci.shorewood.mn.us) or contact city hall at 952.960.7900 during regular business hours.

*[Electrical permits](#) are required for all electrical wiring. Permits are not issued by the city, but by the State Board of Electricity. Permits may be applied and paid for online or pick up a form at city hall. Brian Luce of [Brian Luce Inspections](#) (952-233-8988) is the current State Electrical Inspector for the Department of Labor and Industry serving the city Shorewood. The Minnesota Department of Labor & Industry's "[Solar PV Inspection Checklist for Residential Electrical Inspections](#)" may be found here.

** The MN Department of Labor and Industry (DLI) and Minnesota Department of Commerce developed a standardized load table to help determine if the roof structure of wood-framed buildings is sufficient to handle the additional weight of solar PV systems (see: <http://mn.gov/commerce-stat/pdfs/standardized-load-table-report.pdf>). Permit applicants may use the standardized load table report in conjunction with manufacturer installation recommendations to demonstrate structural compliance without consultation by a structural engineer.