



## PV SOLAR PERMIT APPLICATION SUBMITTAL PROCEDURE

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### Documents to submit:

- PV Solar permit application
- Plans
- DRB/HOA letter of approval or DRB approval stamp on plans (check box on application to state no DRB/HOA at location)
- Engineer letter

Send to [permits@townofeagle.org](mailto:permits@townofeagle.org) in two PDF documents:

- Application
- Stamped plans/DRB letter or stamp on plans/engineer letter

### Process:

- ❖ Permit application will be processed and then an email sent with the invoice
- ❖ Log into Community Core portal to pay fee. (Must be registered contractor with town to create your login. If doing electrical and building work, must be registered as general contractor and electrical.)
- ❖ After fee is paid, it can take up to four weeks for plan review
- ❖ Once plan review is completed, you will receive an email with the permit to sign and send back.
- ❖ Once we've received your signed permit, we will send the permit package for you to print out and have on site.

### Inspection:

- ❖ One inspection will be needed for the building of the structure by the building official, and one inspection for the electrical side by an electrical inspector will be required. Both can be done on the same day.
- ❖ Inspections can be requested via your Community Core login, or by calling our Inspection Hotline at 970-328-9626 and following the prompts.
- ❖ Inspections will make sure that everything listed on the application and plans is completed and accurate  
i.e. number of panels and location of panels, meters, under racks, check for labels, compliance to the 2020 electrical code etc.
- ❖ It is recommended but not required, that the contractor be present for inspections.