



64 E. Walnut St.
Westerville, OH 43081
t. (614) 901-6650
f. (614) 901-6666

RESIDENTIAL

FEES

- Residential Building Permit **\$ 75.00**
- Residential Electrical Permit **\$ 75.00**
- Zoning Permit **\$ 40.00**
- Interconnection Agreement Fee* **\$ 75.00**
- Residential building and electrical permits will require a 1% State of Ohio fee.
- These fees are collected after a building permit has been issued and are not required at the time of the building permit application.

** Interconnection Agreement Fee is collected by the Electric Division, separate from the Building and Electric permits*

APPLICATION REQUIREMENTS

- Completion of a conditional use permit application if required. Check with the Zoning Department to see if it is required prior to submitting a building permit.
- Completion of a residential building permit application form furnished by the building department.
- Completion of an residential electrical permit application form furnished by the building department.
- Completion of an Interconnection Agreement furnished by the Electric Division.
- Completion of a Net Metering Agreement furnished by the Electric Division.
- Name, certification, and contact information of a third party inspector who will inspect the roof mounting and wiring system.
- Plans and documents sealed by a design professional with the correct address including the items listed in the “Plan Requirements” section. If submitting by paper, two (2) sets properly bound are required.

PLAN & DOCUMENT REQUIREMENTS

- **Plot Plan** – The plot plan shall show the location of the proposed photovoltaic system and the distances to all property lines.
- **Construction Plans** – Plans indicating how the proposed photovoltaic system will be constructed, along with any manufacturer’s installation instructions.
- **Landscaping Plans** – The plans shall show the size, quantity and types of landscaping materials to be used for screening.
- **Structural Plans** – Structural plans shall include the design professionals approval for the roof framing and mounting load capabilities, or approval of a ground mounting system capable of supporting the proposed photovoltaic panel system. Also, any manufacturer’s installation instructions.



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- **Elevations** – The plans shall include (N,S,E,W) elevations to show the exterior view, visibility from the street, and location of the photovoltaic system.
- **Electrical Plans** – The electrical plans shall include a one line diagram of the entire electrical system, clearly defined locations of all equipment including the exterior, utility accessible disconnect switch, and detailed specifications of all electrical components.
- **General Notes** – The plans shall include any general notes for items that cannot be described very well in pictorial form.
- Plans and documents must adequately demonstrate compliance with the 2019 Residential Code of Ohio and Chapter 1176 of the Westerville Planning & Zoning Code.

ACTION ON THE APPLICATION

- The building, zoning, fire and electric departments will examine the building permit application and plans of the photovoltaic system within two weeks or ten working days.
- If the building permit application and plans of the photovoltaic system conform to the building, zoning and fire codes, and electric department requirements, the applicant is notified and a building permit is issued. The applicant shall pick up one set of the approved plans and pay the permit fees prior to the start of construction.
- If the building permit application and plans of the photovoltaic system do not conform to the codes and requirements, the applicant is notified and the reasons for the disapproval will be given in writing.

INSPECTIONS

- A time shall be requested for this inspection for coordination of an electrical safety inspector, structural inspector, and fire and electric division representatives.
- Must complete and provide a Statement of Special Inspections
- **Rough & Final Electrical** – Prior to the concealment of work, after all electrical equipment and wiring has been run, boxes are set, and splices are complete. Note: performed in conjunction with the structural and final occupancy inspection.
- **Structural & Occupancy** – After the photovoltaic system has been constructed and all work is complete and the system is operational. Note: performed in conjunction with the electrical inspection.
- **Final Inspection** – Special Inspector or a representative from the installer must be on site with a Statement of Special Inspections. Inspection will be a timed inspection to include a member from the Building, Fire, and Electric Departments.
- **Meter Configuration** – Upon final inspection and approval of the installed system, the electric division will complete the net metering system configuration.



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TIME LIMITATIONS

- Work shall commence within twelve (12) months of the approval of the residential construction documents. One extension shall be granted for an additional twelve month period if requested by the owner at least ten days in advance of the expiration of the approval and upon payment of a fee not to exceed one hundred dollars (\$100.00). If in the course of construction, work is delayed or suspended for a time period of six (6) months, the approval of the plans or drawings is invalid. Two extensions shall be granted for six months each, if requested by the owner at least ten days in advance of the expiration of the approval and upon payment of a fee for each extension.

HAVE QUESTIONS OR NEED HELP?

- If you have questions regarding zoning issues such as setback distances from property lines, panel system coverage, or location, please contact City Planner Tom Lodge at 614.901.6661, or City Planner Chelsea Nichols at 614.901.6662.
- If you have questions regarding building issues such as plan requirements pertaining to the structural requirements and drawings, please call Residential Plans Examiner Joe Bargdill at 614.901.6655.



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COMMERCIAL

FEES

- Commercial Building Permit **\$ 200.00 plus Plan Review I Fees**
- Commercial Electrical Permit **\$ 200.00**
- Zoning Permit **\$ 40.00**
- Interconnection Agreement Fee* **\$ 75.00**
- Commercial building and electrical permits will require a 3% State of Ohio fee.
- These fees are collected after a building permit has been issued and are not required at the time of the building permit application.

** Interconnection Agreement Fee is collected by the Electric Division, separate from the Building and Electric permits*

APPLICATION REQUIREMENTS

- Completion of a conditional use permit application if required. Check with the Zoning Department to see if it is required prior to submitting a building permit.
- Completion of a commercial building permit application form furnished by the building department.
- Completion of a commercial electrical permit application form furnished by the building department.
- Completion of an Interconnection Agreement furnished by the Electric Division.
- Completion of a Net Metering Agreement furnished by the Electric Division.
- Name, certification, and contact information of a third party inspector who will inspect the roof mounting and wiring system.
- Plans and documents sealed by a design professional with the correct address and including the items listed in the “Plan Requirements” section. If submitting by paper, five (5) sets properly bound are required.

PLAN & DOCUMENT REQUIREMENTS

- **Plot Plan** – The plot plan shall show the location of the proposed photovoltaic system and the distances to all property lines.
- **Construction Plans** – Plans indicating how the proposed photovoltaic system will be constructed, along with any manufacturer’s installation instructions.
- **Landscaping Plans** – The plans shall show the size, quantity and types of landscaping materials to be used for screening.
- **Structural Plans** – Structural plans shall include the design professionals approval for the roof framing and mounting load capabilities, or approval of a ground mounting system capable of supporting the proposed photovoltaic panel system. Also, any manufacturer’s installation instructions.



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- **Electrical Plans** – The electrical plans shall include a one line diagram of the entire electrical system, clearly defined locations of all equipment including the exterior, utility accessible disconnect switch, and detailed specifications of all electrical components.
- **General Notes** – The plans shall include any general notes for items that cannot be described very well in pictorial form.
- Plans and documents must adequately demonstrate compliance with the Ohio Building Code, Ohio Fire Code 605.11, and Chapter 1176 of the Westerville Planning & Zoning Code.

ACTION ON THE APPLICATION

- The building, zoning, fire and electric departments will examine the building permit application and plans of the photovoltaic system within two weeks or ten working days.
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- If the building permit application and plans of the photovoltaic system do not conform to the codes and requirements, the applicant is notified and the reasons for the disapproval will be given in writing.

INSPECTIONS

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- If you have questions regarding building issues such as plan requirements pertaining to the structural requirements and drawings, please call the Building Division at 614.901.6650.

12/2/19