



Proudly Serving Rural Routt County * City of Steamboat Springs * Town of Hayden * Town of Oak Creek * Town of Yampa * Routt County School Districts

SolarPermit Checklist

To aid homeowners and contractors in the procurement of solar permits in Routt County, the Building Department has put together this checklist to ensure that all necessary information is submitted to increase the efficiency of the review process. The following items must be submitted in order to obtain a solar permit.

- Site Plan showing all property lines, setbacks, easements, location of ground mount array, or building location.
- Roof Plan View: Required for location of panels to be place on rooftops
- Structural Engineer Stamped Letter or Plans: Must be in accordance with specific Ground/Roof Snow Loads per location. Details on frost protected piers, footings/foundations is required on ground mount systems.
- System Size (kW)
- If the Building is 50 years or older Historic Preservation review will be completed, applicant must submit exterior photos of existing building. A photo of each side of the building is required that displays the walls and roof of the existing building.
- Array components specification (Manufacturers cut sheets)
- Inverter manufacturers specifications
- Solar array electrical one-line diagram and wiring specification

General Information

Pre Solar Permit Submittal Checklist:

Planning Review: All Solar Permits are reviewed by each jurisdiction's respective Planning Departments. Depending on the type of solar array system in terms of roof mount or ground mount, additional Planning Department applications may be required to be submitted for review and approval before you submit a Solar Permit through the Building Department. Please always check with the Planning Department in advance plan your project.

- **City of Steamboat Springs Planning and Community Development:** 970-871-8231, contact a [Planner](#).
 - ✓ Single Family Homes/Duplexes Solar: Planning Review will be done through the Building Permit Application process always.
 - ✓ Multi-Family/Triplex/Non-Residential Solar: Required to submit a separate Planning Application before for Development Review prior to submitting a Solar Permit to the Building Department.
- **Routt County Planning Department:** 970-879-2704, contact the [Planner of the Day](#).
 - ✓ Always Contact Routt Planning for review prior to submitting your Solar Permit to the Building Department to find out if a Planning Application is required before Solar Permit Submittal.

HOA Review and Approval: If your property is governed by an HOA it is strongly encouraged you review all proposed work with your HOA in advance of submitting a Solar Permit to the Building Department, to ensure your project if necessary is approved by your HOA.

Routt County Regional Building Department

136 6th Street, Ste 201, Steamboat Springs, CO 80487 PH: 970-870-5566 Fax 970-870-5489 Email: Building@co.routt.co.us

Solar Permitting Checklist:

- **Routt County Regional Building Department:** Accepts and reviews all solar permit applications throughout all of Routt County. Routt County Building Department provides permit intake services, plan review distribution to all necessary departments/agencies, and effectively manages your project application from start to finish.
- **Yampa Valley Electric Association:** All Applicants must work independently and directly with Yampa Valley Electric for the solar review and approval. YVEA does not provide plan reviews on solar permits through the Routt County Building Department. Please see YVEA's website for more information by clicking [here](#).
- **Solar Permit Application Submittal:** Permit applications and plans must be submitted electronically to Routt County Regional Building Department. No paper applications or plans are accepted. Apply for a solar permit by clicking [here](#).
- **Plan Review Time-Frame:** Reviews of solar permits will take a minimum of 5-working days to complete the full review process. Upon completion of the plan review process you will either be requested to submit additional information if needed, or if your plans are fully approved, your permit will be issued.
- **Solar Permit Fees:** Solar permitting fees comply with the Colorado "Fair Permit Act" (HB1199, 2011). Fees are calculated based on project value and are capped at \$500 and \$1000 respectively for residential and commercial projects. If a solar project entails structural modification, a separate permit may be issued for these building modifications.
- **Taxes/Fees:** Local county, town, city taxes/fees are also collected at the time solar permit applications are submitted. Check with each jurisdiction's Finance/Accounting Department individually if tax/fee questions arise.