



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

Solar Permit Checklist

The following items shall be prepared and submitted with your solar permit application for review.

- Site Plan: Required for Ground Mount Solar, must show all property lines, setbacks, easements, and location of ground mount array with distances from ground mount system to property lines.
- Roof Plan View: Required for roof mount systems, show location of panels to be placed on rooftops in accordance with building codes showing required walkways for fire access on the roof plan.
- Structural Plans: Required for both rooftop and ground mount systems.
- System Size (kW)
- Array components specification (Manufacturers cut sheets)
- Inverter manufacturers specifications
- Solar array electrical one-line diagram and wiring specification

General Information: The Solar Permit covers all structural work, and all electrical work under one permit, there is no need to apply for additional permits when you apply for Solar Permit. Please list all contractors who will be performing any structural work or electrical work on the project on the contacts list when applying.

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. This may include Historic Preservation Review if applicable based on the property being worked, please check with your Planning Department in advance.

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.

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.

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