



Solar Photovoltaic (PV) System Permitting Checklist

The basic, pre-submittal checklist below contains the minimum information and project plan details required to be submitted to the [City of Fayetteville](#) when applying to install a solar photovoltaic (PV) system (residential or small commercial). The intent of using the checklist is to provide transparent and well-defined information to minimize the number of required revisions and expedite the application and review process.

Required Permits

- Both Residential and Commercial projects will require two (2) separate permits:
 - [Electrical Permit](#)
 - [Building Permit](#)

Additional Required Documents

Construction Drawings

- One (1) digital (pdf) and one (1) hard copy of plans showing PV array configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, AC connection to building, and attachment details for roof mounted or footing details for ground mounted.
- PV systems with a generating capacity of 100 KW or greater must be designed by an engineer registered in the state of Arkansas.

Spec Sheets & Installation Manuals

- Include specification sheets and installation manuals for all manufactured components including, but not limited to PV modules, inverters, combiner box, disconnects, and mounting system.

Permit Fees

Building permit fee calculation is based on the valuation of the project. Complete building permit fee information can be found on the Development Services [Fee webpage](#).

Electrical permit fees are calculated on the electrical permit application and are based on the scope of work/equipment installed.

Submission

Permit applications are submitted in person at the Development Services office, 125 W. Mountain St. (once implemented, our new permitting & land use software will allow online submittals).

Review Process Timeline

The Development Services team is committed to providing timely review of solar PV permit applications. Best efforts are made to review completed one and two-family dwelling solar

permit applications within 3 days and commercial/non-residential permit applications in 6-10 days. These turnaround times are typical, but not guaranteed. Fayetteville has a staff of dedicated individuals, but workloads, vacations, and sick leave can cause unforeseen delays that may impact turnaround time.

Certain circumstances can prolong the permit turnaround time include:

- Applicant does not submit all required information
- Contractor applying for permit is not a licensed contractor
- Equipment is not listed

Permit Status

To check your permit status please call the permitting office or visit:

<http://egov.accessfayetteville.org/building/>.

Scheduling an Inspection

To schedule an inspection please call the Development Services office or visit:

<http://egov.accessfayetteville.org/building/>.

24-hour notice is required to schedule inspections.

Permit Expiration

All permits expire six (6) months after date of issue. Failure to start the work authorized by a permit within this six-month period renders the permit invalid and a new permit must be obtained. Once work begins, noticeable progress must continue until completion. All work must be complete within 180 days of a permit issue date. Extensions may be granted for justifiable cause.

A solar PV system requires a minimum of two (2) inspections:

- Electric final
 - *Electric meter inspection may be required if disconnected during system installation.*
- Building final

Development Services

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Monday - Friday
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