



CONEJOS COUNTY BUILDING DEPARTMENT

6683 COUNTY RD 13 COEJOS CO

P.O.BOX 157 CONEJOS CO 81129

PHONE:719-376-6765

SOLAR

Permits and inspections are required for all solar photovoltaic systems installed on residential and commercial structures. Below are the guidelines for submitting solar permit applications, scheduling inspections, and closing the permit.

What Needs to be Submitted?

Items must be submitted with your completed permit application. All attachments need to be in PDF format. If you have questions about the items that need to be attached, please email the building Department.

1. Plan Set

- Plot Plan with equipment located within the structure. Including a three-line diagram of wiring requirements.
- Engineering report for roof mounted systems.

Plan Submittal Checklist

- General Requirements
- Engineer Requirements

Submit Application

Applications can be submitted in person or electronically. If using the online application submittal, all documents must be attached in a PDF format.

Once a complete application is submitted, it will receive a plan review. When the plan review is complete, the applicant will be notified via email when the permit is approved and ready for payment.

Plans and applications can be dropped off at 6683 County Rd 13 Conejos Co Monday through Friday from 8 a.m. to 4:30 p.m.

Plan Review

A technical plan review is completed within seven days from when a completed application has been submitted. An email will be sent to the applicant when the permit is approved and ready for payment.

Fees

Fees are based on job values, the valuation that is entered must be the full valuation. Once the permit is approved fees can be paid by phone or in person using Visa, MasterCard or Discover.

- \$50 Residential/Commercial not to exceed \$1000.
- \$36 Plan Review Fee
- Use Tax

Inspections

Inspections are completed Monday through Thursday, 7:00 a.m. to 5:30 p.m. All inspections can be scheduled in person or by calling 719-376-6765. Required Inspections:

1. Rough Framing (new construction only)
2. Array mounting system a structural connection according to plans.
3. Roof penetration flashed/sealed.
4. Roof-mounted PV has the required fire classification.
5. Access and working space for operation and maintenance of PV equipment.
6. Final Building
7. Final Electrical (by state inspector) please attach final inspection.

If you have questions about whether an inspection is needed, please schedule the inspection, and leave a note for the inspector to contact you.

Closing the Permit

Once the final building inspection is completed, the permit will be closed. An email will be sent to the applicant when the permit has been completed.

Solar Submittal Requirements

1. GENERAL REQUIREMENTS

1. State the name of the product being used and the product literature.
2. Specify if the system is stand alone or interactive.

3. Roof mounted systems must be on permanent standoffs and provide the following:
- Type of roof structure (roof trusses or rafters) ○ Method of locating roof framing members
 - Provide mounting details. All permanent standoffs shall be mounted to structural members and properly flashed to accommodate re-roofing.

1. **ENGINEER REQUIREMENTS**

- An engineer's report regarding the dead-load capability of the existing roof structure and its ability to support the added weight of the solar photovoltaic system. The report must include the required wind speed and roof snow load for the site. If the panels project above the ridge line of the roof, this must also be part of the report.
- Wind speed: 115 MPH
- Roof snow load: 40 PSF