



City of Columbia Development Center

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Solar Panel Installation • Rooftop/Ground

***Building Permit and Electrical Permit Applications Required for Commercial and Residential**

Standard review time for solar panel permitting is 5-10 business days. To determine if your project may require additional review time, please see below:

Is the project in a Historic or Design District?

- Yes:** Your project is subject to review and must obtain a Certificate of Design Approval. More information on historic and urban design review can be found at <https://www.columbiasc.net/planning-preservation>

Is the project in Floodplain or Floodway?

- Yes:** Please refer to information sheet concerning supplementary requirements available at <https://www.columbiasc.net/development-inspections/general-information>

****Commercial solar panels: Fire Department may require additional review time**

SUBMITTAL REQUIREMENTS

Submit plans to: City of Columbia Development Center

Below are the plans necessary for review of roof-top or ground mounted solar panel installation. Please note that incomplete submittals will not be accepted for review. **ALL PLANS MUST BE TO SCALE**

BUILDING PERMIT & ELECTRICAL PERMIT APPLICATIONS: 1 copy

DIGITAL PDF COPY OF PLANS: Refer to Digital Plan Requirement Checklist

CONTRACT (VERIFICATION OF JOB COST): 1 copy

Contracts are not required to accept building plans for review; however, a contract is required prior to the issuance of a building permit.

SITE PLAN AND LAYOUT: 3 copies (8 1/2"x 11" minimum residential/18"x24" commercial)

- Address
- Tax Map Sheet #
- Name, phone and fax number of contact person
- Location of buildings (including setbacks from property lines, distances between proximate buildings, and elevations)
- Location and dimensions of proposed solar panels
- Stamp of Registered Surveyor, Engineer, and/or Architect with original signature and date
- Fire department access (if applicable)
- Electrical specifications and details
- Structural engineer certification
- Structural calculations