



# CASS COUNTY, MISSOURI

## Building Codes, Environmental Health, And Zoning Department

30508 S. West Outer Road, Harrisonville, MO 64701

P- (816) 380-8134 F- (816) 380-8130

Last Updated March 15, 2016

### PERMIT APPLICATION AND PLAN REQUIREMENTS FOR SOLAR PANEL SYSTEM FOR RESIDENTIAL USE:

**Please check with the Building Codes office for any changes or revisions to this application packet.**

A completed permit application questionnaire provided as a part of this packet for Solar Panel Systems and specifications that contain detail and are of sufficient clarity to perform a detailed plan review for the proposed project. All information requested on the application questionnaire is required to be answered. It is the applicants' responsibility to provide the following information. The Building Codes Department staff is unable to assist in obtaining the information. All plans will be reviewed under the 2006 International Codes and 2005 NEC as adopted by Cass County. If you have any questions please feel free to ask.

**Applications cannot and will not be accepted via mail, electronically or by machine. Completed application and all associated information must be made at the Cass County building codes department by the applicant / permit holder.**

- One Original set of all plans and accompanying information shall be submitted with application.
- Plans will **NOT** be accepted by electronic means.
- All equipment shall be UL listed and labeled.
- Structural plans shall bear an original wet seal from a Missouri Registered Structural Engineer.
  - Engineered structural and foundation plans shall be accompanied by all calculations that have been used in the preparation of the plans.
  - If solar system is to be a "roof" mounted system, engineering shall indicate attachment method and analysis of existing structures abilities to support said system.
  - Plans shall be drawn to scale and the scale to which plans are prepared shall be indicated on each sheet of the plans or each detail, as needed. All plans for the project shall be of the same size and shall be submitted as a complete set.
- All electrical plans shall bear an original wet seal from a Missouri Registered Engineer.
  - Engineered electrical plans shall include all wire sizes, all grounding information, and locations of all electrical equipment in conjunction with location of panel(s).
- Plans shall include a site plan to include the following information;
  - North arrow
  - Any easements shall be shown with their established dimensions.
  - Show all existing buildings already present on the property in which proposed system is to be constructed.
  - Shows planned location of solar panel system and provide setback dimensions between proposed system and all property lines and any existing structures. For setback requirements please contact the Cass County Zoning Department.
  - Show total area of Solar Panel System

Note: Site Plan is not required to be prepared by a registered surveyor but the plot plan should be clear and detailed enough so that the plan reviewer can determine that all zoning, floodplain, and the building code and other ordinances.

- Location of existing Electrical Service including size or rating of equipment shall be shown on required plans.
- All electrical drawings shall include wire sizes, wiring methods to be used and shall meet the requirements of the 2005 NEC.
- A completed Building Permit Application Questionnaire. (See Attached)

- The complete legal description of the property on which the building is to be constructed.
- Application fee in the amount of \$25.00 (exact cash, check or Money Order) is due upon making application for a building permit.
- **Work shall not be started until a permit has been issued!**
- By being the permit applicant/ permit holder you are taking full responsibility for the building project. The permit applicant/ permit holder will be the point of contact for all issues regarding the project from start to finish.
- Incomplete plans and specifications may not be accepted or if plans are incomplete and require more than one hour of review time additional fees may be assessed at the rate of \$122.00 per hour with a minimum of one-half hour charge being assessed. The information which is being requested in this letter is a part of the building codes department plan review check list and plans which do not contain all requested information may be rejected and a delay in issuance of your building permit may result. Major changes made to plans after a plan review has been completed are subject to an additional plan review fee of \$122.00 per hour minimum of one half hour.

**Permit Fees**

Following is the fee schedule adopted by the Cass County, Missouri Building Code for residential solar permits. The solar permit fee shall be due at time of permit issuance not at application submission. Solar projects for commercial applications use the commercial application packet.

<b>Residential Solar Panels and Residential Wind Generation</b>	\$500.00
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Log No. \_\_\_\_\_  
OFFICE USE ONLY

### SOLAR PANEL SYSTEM BUILDING PERMIT APPLICATION QUESTIONNAIRE

Date of Application: \_\_\_\_\_

Applications cannot and will not be accepted via mail, electronically or by machine.

Completed application and all associated information must be made at the Cass County Building Codes Department by the applicant / permit holder

#### Property Information

**All information must be complete before making application.**

Project 9-1-1 Address: \_\_\_\_\_ Post Office \_\_\_\_\_

Sec/Twn/Rng \_\_\_\_/\_\_\_\_/\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Note: If Other Than Subdivision Lot, A Complete Description Of Property Shall Be Included With Permit Application.

Property Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner City/State/Zip: \_\_\_\_\_

Contact # \_\_\_\_\_ Email: \_\_\_\_\_

Fire District: \_\_\_\_\_

Water District: \_\_\_\_\_

School District: \_\_\_\_\_

Fuel Gas Supplier: \_\_\_\_\_ Type: \_\_\_\_\_ (LPG, Natural)

Electrical Utility Supplier: \_\_\_\_\_

Current Electrical Service Rating: \_\_\_\_\_ (Amps) Proposed Electrical Service Rating: \_\_\_\_\_ (Amps)

Property Area: \_\_\_\_\_ (Acres)

#### Permit Applicant Information

**By filling out the following information you are taking FULL responsibility for this project from Start to Finish!**

Applicant State ID# or TIN #: \_\_\_\_\_ State \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant City/State/Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

Applicants Position (Owner or Builder): \_\_\_\_\_

Type of Construction (Ground Mount or Roof Mount): \_\_\_\_\_

Valuation Cost (Total Cost of Project): \_\_\_\_\_

**CONTRACTORS LIST**

All information must be complete before making application.

General Contractor \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_  
Alternate Number \_\_\_\_\_  
E-mail \_\_\_\_\_

Foundation Company \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_  
Alternate Number \_\_\_\_\_  
E-mail \_\_\_\_\_

Framing Contractor \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_  
Alternate Number \_\_\_\_\_  
E-mail \_\_\_\_\_

Electrical Contractor \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_  
Alternate Number \_\_\_\_\_  
E-mail \_\_\_\_\_

**DESIGN PROFESSIONALS LIST IF REQUIRED** (Engineers and or Architects)

Design Professional/ Discipline \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_  
Alternate Number \_\_\_\_\_  
E-mail \_\_\_\_\_

Design Professional/ Discipline \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_  
Alternate Number \_\_\_\_\_  
E-mail \_\_\_\_\_