

# SOLAR POWER APPROVAL PROCEDURES

## **RESIDENTIAL BUILDING / ELECTRICAL PERMITS & APPROVALS**

(See Lower Pages for Commercial Installations)

### Step 1)

- 1.) All applicants for residential systems submit site and construction plans for approval to:

Building Department  
City of Wadsworth  
120 Maple St.  
Wadsworth, OH 44281

330-335-2753 Fax: 330-335-2715 or  
[khall@wadsworthcity.org](mailto:khall@wadsworthcity.org)

Applicants for *Residential Installations* must submit building and electrical permit applications and installation plans to the Building Department. Roof systems must include a sketch of the roof showing the roof dimension, location of proposed panels and distances from the ridge and roof sides; type and size of roof framing members; number of layers of shingles (only 1 layer permitted); and the psf load of the solar panel system.

- 2.) The Building Department may forward plans to the Planning or Engineering Departments for review of ground mounted systems.
- 3.) The Building Dept. will contact applicant when applications are approved and instruct them to **proceed to Step 2.**

### Step 2)

- 1) All applicants must contact:

THE WADSWORTH ELECTRIC DEPT  
365 Broad Street  
Wadsworth, OH 44281

330-335-2833 or  
[kmcelroy@wadsworthcity.org](mailto:kmcelroy@wadsworthcity.org)

to obtain the "Interconnection Agreement Application".

- 2) Applicants will then provide the completed Wadsworth Electric Dept. Interconnection application with the following **Required Documentation** to the Wadsworth Electric Dept. for approval :

- One Line Diagram Attach separate document showing a one line diagram of electric facilities from the street, to the electrical meter, to the generating facility equipment.
- Site Plan Attach separate document showing a Plot plan of the facility include Street Building, Street Electric Meter, Lockable Disconnect and Generating equipment.
- Test Plan Attach a separate test document explaining how generator facility power will be tested to prove that no electricity will be put back into the Wadsworth Electric distribution system during loss of street power.
- Copy of Electrical Permit Required
- (Permit office is located @ City Hall located @ 120 Maple Street Wadsworth Ohio 44281, upstairs floor)
- Copy of Residential Building/Zoning Permit Required
- (Permit office is located @ City Hall located @ 120 Maple Street Wadsworth Ohio 44281, upstairs floor)

- 3) The Wadsworth Electric Dept. will then contact applicant when the Interconnection Application is approved. Applicant will then **proceed to Step3.**

### Step 3)

- 1) After installation is completed, applicants then request the Building and the Electric inspection approvals from the Building Dept. (330-335-2753). **PLEASE ARRANGE FOR THE ELECTRICAL CONTRACTOR TO BE PRESENT AT THE TIME OF THE ELECTRICAL INSPECTION.**
- 2) After the Electric inspection approval, the Building Department will contact the Wadsworth Electric Department.
- 3) The Wadsworth Electric Dept. will then also inspect the installation.
- 4) The Wadsworth Electric Dept. will then contact the applicant/owner for SIGNING THE INTERCONNECTION AGREEMENT.
- 5) Once the Building Department receives verification of Electrical and Utility Inspection Approvals, and has also been notified by the Electric Dept. that the Interconnection Agreement has been signed, the Building Dept. will inspect the installation and issue Final Building Inspection Approval.

### **Step 3) Permit Application Submission & Payment**

●Please submit the zoning application & site plan at this time by email or mail with an email address included.

●Payments (checks) may accompany the applications if mailed, or be made after permit approval with a credit card by phone.

Zoning Permit = \$ 25.00 Total

Electric Permit = \$ 50.00 Total

(If not wired by homeowner, electrical contractor must pull the permit).

●Receipts and permits will then be returned by email if possible or mailed.

●Please email or call the office for instructions on handling large sets of plans, or with other questions.

Applications	<a href="mailto:jstefl@wadsworthcity.org">jstefl@wadsworthcity.org</a>	330-335-2753
Construction Questions	<a href="mailto:khall@wadsworthcity.org">khall@wadsworthcity.org</a>	330-335-2752
Commercial Projects	<a href="mailto:jkaiser@wadsworthcity.org">jkaiser@wadsworthcity.org</a>	330-335-2752

Checks Payable to: City of Wadsworth

Mailing Address: Building Department  
City of Wadsworth  
120 Maple Street  
Wadsworth, OH 44281

**RESIDENTIAL PERMIT APPLICATIONS** ↓

# RESIDENTIAL BUILDING/ZONING PERMIT APPLICATION CITY OF WADSWORTH 330-335-2753

PERMIT ISSUANCE \_\_\_/\_\_\_/\_\_\_

PERMIT # \_\_\_\_\_

## Applicant Information – (Applicant is the Owner or Contractor)

APPLICANT/(Owner/Contractor) \_\_\_\_\_ EMAIL \_\_\_\_\_  
 JOB ADDRESS \_\_\_\_\_  
 PROJECT DESCRIPTION \_\_\_\_\_  
 OWNER \_\_\_\_\_ PHONE \_\_\_\_\_  
 OWNER ADDRESS \_\_\_\_\_  
 CONTRACTOR \_\_\_\_\_ PHONE \_\_\_\_\_  
 CONTRACTOR ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
 ESTIMATED COST OF CONSTRUCTION \$ \_\_\_\_\_ (Cost of Materials and Labor. Excludes Lot.)

\*FRONT SETBACK..... \_\_\_\_\_ BASEMENT AREA ..... \_\_\_\_\_  
 \*LEFT SETBACK..... \_\_\_\_\_ FIRST FLOOR LIVING AREA..... \_\_\_\_\_  
 \*RIGHT SETBACK..... \_\_\_\_\_ SECOND FLOOR LIVING AREA..... \_\_\_\_\_  
 \*REAR SETBACK..... \_\_\_\_\_ GARAGE AREA ..... \_\_\_\_\_  
 \*HEIGHT ABOVE GRADE..... \_\_\_\_\_ TOTAL BUILDING AREA (SQ. FT.) ..... \_\_\_\_\_

(\*SETBACKS INCLUDE OVERHANGS, CHIMNEYS ETC.)

I HEREBY CERTIFY THAT I AM THE OWNER OF RECORD OF THE NAMED PROPERTY OR THAT I HAVE BEEN AUTHORIZED BY THE OWNER OF RECORD TO MAKE THIS APPLICATION AS HIS AGENT; AND I CERTIFY THAT ALL INFORMATION FURNISHED ON THIS FORM IS ACCURATE; AND I AGREE TO CONFORM TO ALL APPLICABLE CODES OF THE JURISDICTION; AND OBTAIN FINAL INSPECTION APPROVAL BEFORE OCCUPANCY OF THE STRUCTURE. I CERTIFY THAT THE CODE OFFICIAL, OR HIS REPRESENTATIVE, SHALL HAVE AUTHORITY TO ENTER AREAS COVERED BY THIS PERMIT AT ANY REASONABLE HOUR TO ENFORCE PROVISIONS OF THE APPLICABLE CODES. I UNDERSTAND WHAT INSPECTIONS ARE REQUIRED, AND WHEN, AND HOW TO REQUEST AN INSPECTION.

- CALL THE CITY OF WADSWORTH AT 335-2753 FOR BLDG., ELECTRIC, HVAC, INSPECTIONS.
- CALL MEDINA CO. HEALTH DEPT. AT 723-9668 FOR ALL PLUMBING PERMITS.

SIGNATURE OF Owner/Agent \_\_\_\_\_ DATE \_\_\_\_\_ ⇒ \_\_\_\_\_ PRINT NAME \_\_\_\_\_

### Official Use Only – Do Not Write Below This Point

Use \_\_\_\_\_ Conditional

Plan. Com. Approval ..... Date \_\_\_\_\_ Zoning District \_\_\_\_\_  
 B.Z.A. Approval ..... Date \_\_\_\_\_ Parcel # \_\_\_\_\_  
 In Flood Hazard Area?..... Yes \_\_\_\_\_ No \_\_\_\_\_ City Lot # \_\_\_\_\_

### Fee Computation

CONSTRUCTION BASE FEE .....	\$ _____ . _____	BP
TOATAL BUILDING AREA (SQ. FT.) ..... (x \$.15)	\$ _____ . _____	BP
FIREPLACE OR ADDITIONAL HVAC..... (\$25.00 ea.)	\$ _____ . _____	BP
ZONING PERMIT FEE .....	\$ <b>25 . 00</b>	ZP
RECREATION ACQUISITION FEE .....	\$ _____ . _____	DA
RECREATION DEVELOPMENT FEE.....	\$ _____ . _____	DR
DEMOLITION FEE.....	\$ _____ . _____	PM
OTHER.....	\$ _____ . _____	
OTHER.....	\$ _____ . _____	
OTHER.....	\$ _____ . _____	
<b>TOTAL PERMIT FEES .....</b>	<b>\$ _____ 25 . 00</b>	

ZONING OFFICIAL / DEPUTY APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_ BUILDING OFFICIAL / DEPUTY APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

## ELECTRIC PERMIT – City of Wadsworth

<b>JOB ADDRESS</b> _____	<b>Permit #</b> _____
<b>Applicant:</b> _____	<b>Bldg. App</b> _____
<b>Owner</b> _____	<b>Email</b> _____
<b>Owner Address</b> _____	<b>Phone</b> _____
<b>Electric Contractor</b> _____	<b>Reg #</b> _____
<b>Contractor Address</b> _____	<b>Phone</b> _____

**Permitted Work:**  \*New Const.  Addition  Basement Alt.  Add AC  Pool  CHIP

Service/Entrance Installation - Amps \_\_\_\_\_  Misc. 5 Receptacles

Other **Swimming Pool Wiring** \_\_\_\_\_

**Base Fee \$** 50.00 + ( \_\_\_\_\_ sq. ft. X \$.05 /sq. ft.) = **TOTAL \$** 50.00

\* *Supply System Description Form for New Construction.*

I hereby certify that I am the owner of record of the named property, will perform the work personally, and intend to reside at this location for at least one year; **or** I am a City of Wadsworth registered electrical contractor and am authorized by the owner to make this application. I agree to conform to all applicable codes of this jurisdiction and obtain final inspection approval. I certify that the Building Official, or his representative, shall have the authority to enter areas covered by this permit at any reasonable hour to enforce the provisions of the applicable codes. **Call the City of Wadsworth at 335-2753 for inspections by 2:00 p.m. the previous day.**

\_\_\_\_\_  
**Electrical Contractor or Owner -Sign**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

Electric Permit issued by: \_\_\_\_\_

\_\_\_\_\_  
Building Official or Deputy

\_\_\_\_\_  
Date

## **COMMERCIAL BUILDING/ELECTRICAL PERMITS & APPROVALS**

- 1) **Step 1)** Applicants for *Commercial Installations* obtain any required permits from the Medina County Building Dept. (791 Smith Road, Medina Ph.330-722-9223 Fax: 330-764-8204)

Roof Mounted Systems: Proceed to Step 2

Ground Mounted Systems:

Submit site plans showing the location of ground mounted systems to:

THE WADSWORTH CITY BUILDING DEPT.

120 Maple St.

Wadsworth, OH 44281

Ph. 330-335-2753 Fax: 330-335-2715

Once applicant has obtained zoning approval, proceed to **Step 2.**

### **Step 2)**

Roof Mounted Systems & Ground Mounted Systems:

- 1) All applicants must contact:  
THE WADSWORTH ELECTRIC DEPARTMENT  
365 Broad Street  
Wadsworth, OH 44281  
Ph. 330-335-2833 or  
[kmcelroy@wadsworthcity.org](mailto:kmcelroy@wadsworthcity.org)  
to obtain the "Interconnection Agreement Application".
- 2) Applicants will then provide the completed Wadsworth Electric Dept. Interconnection application with all Required Documentation to the Wadsworth Electric Dept. for approval :
  - One Line Diagram Attach separate document showing a one line diagram of electric facilities from the street, to the electrical meter, to the generating facility equipment.
  - Site Plan Attach separate document showing a Plot plan of the facility include Street Building, Street Electric Meter, Lockable Disconnect and Generating equipment.
  - Test Plan Attach a separate test document explaining how generator facility power will be tested to prove that no electricity will be put back into the Wadsworth Electric distribution system during loss of street power.
  - Copy of Medina County Electrical Permit Required
  - Copy of Residential Building/Zoning Permit Required
- 3) The Wadsworth Electric Dept. will then contact applicant when the Interconnection Application is approved. Applicant will then proceed to **Step 3.**

### **Step 3)**

- 1) Once the installation is complete, Applicants will contact the Medina County Building Department for Building/Electric inspection approvals.
- 2) The Medina County Building Dept. will notify the Electric Utility Dept. of final inspection approval(s).
- 3) After receiving inspection approvals confirmation, the Wadsworth Electric Dept. will also inspect the installation.
- 4) The Wadsworth Electric Department will then contact the applicant/owner for SIGNING THE INTERCONNECTION AGREEMENT.