



Solar Information Guide

When is a building permit required?

- When a solar collector has aggregate face area of 5 metres square or greater and it is mounted on a building or structure.

What are the drawing requirements for a building permit?

1. A plan view with the location of the solar panels on the building or structure.
2. A complete building system review done by a Professional Engineer including the following two items:
 - Existing structural system including sizing and spacing
 - Letter indicating existing roof and ALL other supporting structure are adequate to support loads associated with the installation of the solar panels
3. Supplementary construction done by a professional Engineer for all structural modifications to existing structure, and all new structure necessary to support new loads.
4. The fastening system done by a Professional Engineer including the following three items:
 - Location of panels on existing building with corresponding supporting elements
 - Size and spacing of fasteners, rails and supports
 - Panel mounting details
5. The manufacture specifications for both the mounting rails system and solar panels.

What else is required?

Along with the above-required information, a complete building permit application with a commitment to general review by a Professional Engineer.

What is included in the cost of my building permit?

- The cost of your permit includes the review of your proposed project to ensure building and zoning compliance, issuing of your building permit and the necessary building inspections.
- Please visit the Township website for the current building permit fees. All permit application fees are paid at time of application; we accept cheque and online payment by credit card, a convenience fee of 1.75% will be added to online payments.



How long does it take before I get my permit?

Once a complete application is made, the permit will be reviewed within a maximum of ten business days. Within that time period, your permit will be issued, or more information regarding your project may be requested by the building department.

What inspections will be done?

- The necessary inspections will be noted on your Building Permit and may consist of all or any of the following:
 - i. Final inspection once the installation of the solar panels is complete
 - ii. A Professional Engineer of Ontario must review the installation and provide a certification letter to the building department
- All mandatory inspections will be listed on the permit.

How do I book an inspection?

Please make your inspection request through **Cloudpermit**. If you have questions, you can email services@puslinch.ca or call the office at 519-763-1226 ext 181.

Inspections are conducted every Monday, Wednesday and Friday. Inspection requests must be received no later than 3:00pm the business day before the requested date. (Example: Friday inspection must be requested before 3:00pm Thursday afternoon).

Reminders:

- Respect your neighbour's privacy and property
- Use power tools with caution
- Wear your personal protective equipment (PPE)
- Permit applications can be made at the Township office. Please check the Township website for seasonal office hours.

Questions?

- Phone 519-763-1226 ext 181
- Email services@puslinch.ca
- Web www.puslinch.ca

Permit applications are accepted online through CLOUDPERMIT, accessible through our website.

<https://puslinch.ca/for-residents/home-property/building-renovation/>