Building Permit Checklist for Solar Installation

A photovoltaic (PV) system needs unobstructed access to the sun for most or all of the day throughout the year. PV panels are relatively unaffected by changing weather and the modules are angled to catch the sun, not snow, so any snow that does collect melts quickly.

All design and Construction must be in accordance with the 2018 International Codes, 2017 NEC and the amendments adopted by Johnson County on March 12, 2020, Johnson County Code of Regulations for Buildings & Construction 2018 Edition

Before Making Application
1. For any regulations/restrictions or flood plain information pertaining to your property contact: Johnson County Planning and Zoning 913-715-2200.
2. If ground-mounted on a property with a septic system contact Johnson County Environmental, 913-715-6900 for a location verification.

Making Application
2. Make application through MyGovernmentOnline and upload all required documents.
a. Required documents:
   i. Completed Building Permit Application form.
   ii. Septic location verification if applicable
   iii. (If ground mounted) Site Plan, must be uploaded, to scale the size and location of new construction, existing structures, existing septic tank and laterals on the site, distances from lot lines, the established street grades and the proposed finished grades; and it shall be drawn in accordance with an accurate boundary line survey.
   iv. (If ground mounted) Land Disturbance Certification Form or Permit. In order to comply with Federal and State Regulations, Johnson County has adopted Resolution Number 068-08. Effective January 1, 2009, this resolution requires those engaging in land disturbing activities to obtain a Johnson County Land Disturbance Permit and implement erosion and sediment control measures. For details please go to the Public Works web site or contact a Planner, 913-715-2200 with questions.
   v. (If roof mounted) Roof type and material
   vi. (If roof mounted) Roof structural elements (for roof mounted solar panels)
   vii. Weight of solar panel arrays
   viii. Type of solar panel mounting hardware
   ix. It may also require electrical information from the applicant, such as:
      a. Line diagram of electrical system (array configuration and wiring, grounding, points of interconnection, etc.)
      b. Array information (number of modules in series, voltage, current, etc.)
   x. Plans required, such as:
      a. Structural plans demonstrating sufficient support and uplift of photovoltaic panels
      b. Professional engineer’s stamps are required from electrical engineers and/or structural engineers for electrical and structural integrity of the project.
   xi. Other required information may include:
      a. Manufacturer’s cut sheets for all components
      b. Signage requirements
      c. List of all equipment and components
   xii. All sub-contractor forms, completed by a licensee or permittee, if applicable.
   xiii. Homeowner Installation form, notarized, if the homeowner will perform the work.