



Solar Permitting Checklist

The pre-submittal checklist below contains the minimum information and project plan details required to be submitted to the city of Avon Lake when applying for a permit to install residential and nonresidential solar photovoltaic (PV) system.

The intent of using the checklist is to provide transparent and well-defined information to minimize the number of required revisions, improve permit application quality, and accelerate the application and review process.

Codes and Design Criteria

Specific information regarding code requirements and design criteria can be located in section 1240 (**Renewable Energy Systems**) of the city's Code of Ordinances.

Required Permits

A **Solar Panel Permit** must be obtained prior to the start of any work. The permit, administered by the Building Department, will include review and approval from the Building Department and Community Development Department. Community Development is responsible for applying the planning and zoning code regulations while building will review the structural and electrical components of the request. Permits are required for the following:

- Residential Solar PV System
 - Nonresidential Solar PV System
 - Solar PV System Plus Technologies:
 - Primary Use Ground-mounted Solar PV System
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Required Documents

☐ Site Plan

- Site plan should show the location of major components on the property. The site plan drawing need not be exactly to scale, but it should represent relative location of components at site (see supplied example site plan).
- PV arrays and energy storage systems in compliance with **IFC fire setback requirements** need no separate fire service review.

☐ Electrical Diagram

- Electrical diagram/worksheets should show PV and energy storage system configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, and AC connection to the building.
 - ☐ Specification sheets and installation manuals (if available)
 - Provide spec sheets and manuals for all manufactured components including, but not limited to, PV modules, inverter(s), combiner box, disconnects, and mounting system
 - ☐ Any other additional documentation deemed necessary.
 - Architectural Elevations
 - Existing Conditions
 - Photos
 - Aerial Imagery
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Contractor Requirements

The contractor must be registered with the city of Avon Lake. **Contractor Registration** is administered by the Building Department.

Permit Fees

Fees are established via the city's fee schedule and included as part of the permit application. Once the application is submitted and intake review is completed by the Building Department, the applicant will be notified of the permit fee. The current permit fee (as of 10/30/2025) is \$101, which includes a mandated \$1 state of Ohio assessment fee. Fees can be paid online via card or in person at 750 Avon Belden Road. Cash or checks are also accepted.

Review Process Timeline

The city of Avon Lake is committed to providing a timely review of solar PV permit applications. Turnaround times can be impacted by various issues which can cause unforeseen delays that may impact turnaround time. Some of these circumstances include incomplete applications, contractor registration, staff workloads, vacations, and sick leave.

Permit Status

To check your permit status, please refer to your application in the Access our Avon Lake portal. Or you may contact the Building Department (440-930-4102) or Community Development Department (440-930-4114).

Permits shall expire one year after the date of issue. Failure to start the work authorized by a permit within this six-month period renders the permit invalid and a new permit must be obtained

Contact Information

If you have any questions, please contact:

- Austin Page, Planning & Zoning Manager
- apage@avonlake.org
- 440-930-4114