



Building Department | Suite 307 | 401 Broadway | (219) 881-1377 | dstalf@gary.gov | gary.gov

## Solar Photovoltaic (PV) System Permitting Checklist

The pre-submittal checklist below contains the minimum information and project plan details required to be submitted to The City of Gary when applying for a permit to install a residential 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

The City of Gary has adopted the following codes: Articles II. And III: Sec. 105-149 – Building Permit, Code, and Enforcement; Article IV. Sec. 105-174 – Electrical Code.

### Required Permits

A permit must be obtained prior to the start of any work. Complete the following permit application form(s) and submit any additional required documents.

Residential/Commercial Solar PV System:

- Electrical Permit**
- Building Permit**

### Additional Required Documents

- Drawings for Rooftop** (stamped)
  - 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.
  - PV arrays in compliance with [IRC fire setback requirements](#) need no separate fire service review.
- Engineering Report** (stamped)
  - Electrical diagram/worksheets should show PV system configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, and AC connection to the building.
- Specification sheets**
  - Provide spec sheets and manuals for all manufactured components including, but no limited to, PV modules, inverter(s), combiner box, disconnects, and mounting system

**(Contract must be signed)**



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### **Contractor Requirements**

Contractor must be licensed in this jurisdiction as a **licensed electrical contractor**.

### **Permit Fees**

Permit cost for all building permits is based on the value of the project as evidenced by a signed contract or equivalent between a contractor and the customer. Permit fees are based on a sliding scale which decreases as a percentage as project value increases. While there are no additional permit fees, inspection fees are assessed at time of permitting. Inspection fees are set at \$50.00 per inspection. Two inspections are normally required for PV installations.

### **Submit Permit Application**

All permits are submitted online on our website; [Building Department | Permit Services](#)

### **Review Process Timeline**

The City of Gary is committed to providing a timely review of solar PV permit applications. Best efforts are made to review completed residential/commercial solar permit applications within **3 days**. These turnaround times are typical, not guaranteed. The city of Gary has a staff of dedicated individuals, but workloads, vacations, and sick leave can cause unforeseen delays that may impact turnaround time.

Certain circumstances can prolong the permit turnaround time including:

- Applicant does not submit all required information
- Contractor applying for permit is not a licensed contractor
- Equipment is not listed

### **Permit Status**

To check your permit status please visit [Opengov.com](http://Opengov.com)

You can also send an email to Building Commissioner [dstalf@gary.gov](mailto:dstalf@gary.gov)

### **Permit Expiration**

All permits are valid for 12 months after date of issuance, or as long as work is continued. Work is allowed to commence 30 days after issuance of permit.

### **Scheduling an Inspection and the Inspection Process**

To schedule an inspection please contact:

**Building Inspector** - (219) 746-6657

- Inspections must be scheduled 24-72 hours prior to requested date.
- Typically, inspections are completed within a 1-hour window.
- \$50.00 Inspection Fee





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**A residential solar PV system requires 2 inspections:**

- Rough
- Final

**Contact Information**

If you have any questions, please contact us at:

- **Staff POC:** David Stalf – Building Commissioner
- **Office Email:** [dstalf@gary.gov](mailto:dstalf@gary.gov)
- **Office Phone Number:** (219) 881-1377

**Address:** 401 Broadway, Suite 307 Gary, IN, 46402

**Hours of Operation**

- **Office:** 9am-5pm
- **Permit Counter:** Walk up

For Additional Information Reference our Solar Energy Resource Document