



COMMUNITY DEVELOPMENT DEPARTMENT  
DIVISION OF BUILDING & SAFETY

**SKYLIGHT AND SOLAR PANELS  
PLAN SUBMITTAL REQUIREMENTS**

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The following items are required to be completed prior to project acceptance for processing:

1. Plan check fees are required to be paid in full upon submittal (see fee schedule).
2. One copy of Building Permit Application and Subcontractor's List. **Use black or blue ink ONLY.**
3. Two blueprints shall be submitted. All sheets must be signed by the person responsible for preparation of drawings.
4. Two copies of site/roof plan showing the size of skylights/solar panels and their distances from each other, and other mechanical equipment, vents and etc., shall be submitted.
5. All applicable construction details shall be attached and referenced on the plans.
6. One (1) copy of engineering calculations to justify the additional loads or diaphragm nailing (if applicable).
7. Application shall indicate approval number of the skylight/solar panel (i.e., ICBO number, U.L. number).