



VILLAGE OF SOMERSET, OHIO

Permitting Checklist for Installing Solar on your Home or Business

Adding solar to your home or business may seem complicated, but the process is quite simple. Use this checklist to facilitate an easy installation. If you have questions along the way, contact Somerset Village at 740-743-2963.

Checklist for Residential Rooftop or Ground-mount Solar Energy Systems:

The Village of Somerset encourages rooftop solar installations on homes in R-1 residential zones. Rooftop solar can be installed on the primary structure or an accessory structure (such as a detached garage). Ground-mount solar installations are permissible in all residential zones; permit review process will determine site suitability.

- Obtain a residential zoning permit application** from the Village of Somerset's website or in person at the Village Courthouse, 100 Public Square, Somerset, Ohio.

Permit Applicant	Method for Submitting Permit Application
Property Owner	-In person or by mail to Village Courthouse
Licensed Contractor	-In person or by mail to Village Courthouse

- Pay the zoning permit application fee.**
All permit applications must be accompanied by a \$50 application fee for residential and \$150 application fee for commercial at the time of submittal. Payment can be submitted in cash or check.
- Comply with zoning rules and regulations.** The Village of Somerset the right to inspect solar installations to determine code compliance.

More information about solar energy systems can be found on the Village of Somerset's website at <http://www.somersetohio.org/solar-energy.html>

Checklist for Commercial Rooftop or Ground-mount Solar Energy Systems:

Complete the steps listed above to obtain a Village of Somerset zoning permit. The Village encourages rooftop solar installations on commercial buildings in all commercial zones. Rooftop solar can be installed on the primary structure or an accessory structure (such as a detached garage). Ground-mount solar installations are permissible in all commercial zones; permit review process will determine site suitability.

- Obtain a state-issued building permit.** The application can be submitted electronically at this website: http://com.ohio.gov/documents/dico_BuildingPlanApproval.pdf

Or By Mail:

Ohio Department of Commerce, Division of Industrial Compliance
Bureau of Building Code Compliance
6606 Tussing Rd.
Reynoldsburg, Ohio 43068-9009

Application includes: Scope of Project, Type of Project, Phased Plan Review (if applicable), Application-related information, Project/Building Location, brief description of the scope of work covered under the application, building owner information, applicant information, designer information, building code information, general building information, application fees.

Submit **three copies** of architectural drawings pertaining to the building plan.

- Pay the state permit fees upfront at the time of application.**

Type	Fee
Building General Fee	\$275 + \$10.50 per 100 sq. ft
Electrical Fee	\$275 + \$6.50 per 100 sq. ft
BBS Fee	\$3.25
Certificate of Occupancy Fee (issued when approved)	\$65

- Pass a state inspection.**

The state will conduct a minimum of three inspections that includes structural and electrical components. The inspections include: 1) Rough-in, 2) midway inspection, 3) final inspection. An owner must pass all three inspections in order to receive certificate of occupancy.

To schedule an inspection: Call Dispatch at 1-800-822-3208. The dispatcher will provide a date for inspection and Inspector will call when en route to job site.

Once the site passes inspection, the owner listed will receive certificate of occupancy.