



City of Carmel
Building & Code Services
1 Civic Square, Carmel, IN 46032
(317) 571-2444

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 Carmel when applying for a permit to install a residential and commercial/non-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 Carmel has adopted the following codes laid out by the state of Indiana: 675 IAC 13-2.6 (Building Code) and 675 IAC 17-1.8 (Electrical Code).

Required Permits

A permit must be obtained prior to the start of any work. Complete the following online permit application and submit any additional required documents via the document submission portal.

Residential Solar PV System: <https://cw.carmel.in.gov/PublicAccess/template/Login.aspx>

Commercial Solar PV System: <https://cw.carmel.in.gov/PublicAccess/template/Login.aspx>

Additional Required Documents (Submit via ProjectDox)

- Site Plan
 - Site plan should show the location of ground mounted equipment, easements, setbacks, and property lines
 - Roof diagram if roof top mounted
 - 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
- Electrical Diagram
 - Electrical diagram/worksheets should show PV system configuration, string notes, 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 - structural or sheathing attached
- Homeowners Association letter of approval
- Utility Agreement
- List of all Building Codes applicable to the design and installation



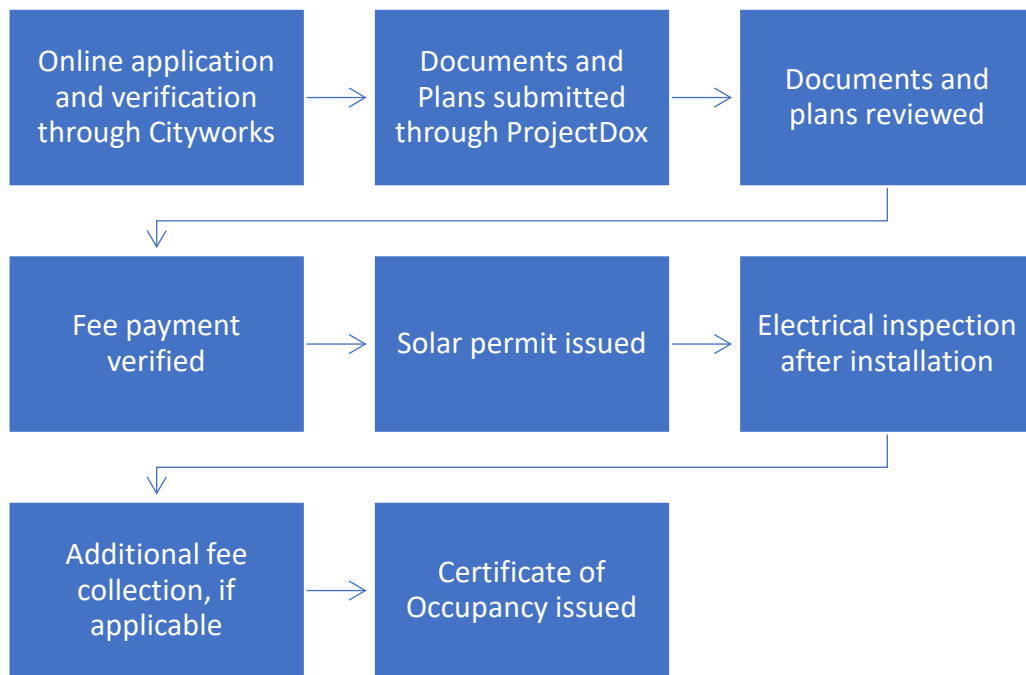
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Solar Permit Fees

Applicants will be assessed an inspection fee along with a charge for the certificate of occupancy (CO). The Schedule of Fees for Residential and Commercial projects can be found here.

<https://www.carmel.in.gov/department-services/community-services-planning-and-zoning-/applications-fees-and-permits>

Permit Application Process



Review Process Timeline

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

Permit Expiration

Permits are valid for eighteen months. Extensions can be applied for by contacting the Building Commissioner at 317-571-2444.



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Scheduling an Inspection and the Inspection Process

Once the applicant's plans have been approved and the fee payment have been verified, the required electrical inspection can be scheduled. A residential solar PV system requires one electrical inspection upon completion of the planned project. The applicant must contact the City to schedule this inspection by calling the Building & Code Office (317-571-2444) or by submitting an inspection request online: <https://forms.carmel.in.gov/Forms/CarmelInspections>

Inspection Pre-Check List

- All work to be done in a neat and workmanlike manner to ensure livable and Safe Housing
- System installed as designed, permitted, and to code
- All labels installed on all devices and conduit
- System turned off for inspection
- Meter is to be removed if any electrical panel has been replaced and covers of electrical panels removed for inspection of wiring and components
- All bonding and grounding of devices, arrays and racks is to code and/or manufactures specifications
- All devices and arrays securely fastened with required spacing for arrays as well as clear workspaces for all devices
- All penetrations flashed and sealed
- All cables are properly secured, sized, rated and routed for applications
- Rapid shut down installed and operational
- Fire access according to design and code

*** All interconnected electric power production sources other than the utility must be identified in a permanently mounted sign/label at the service entrance. The location(s) of disconnects for any power production sources must be on that permanently mounted sign/label if those disconnects are not located at the service disconnecting means. ***

Contact Information

For additional information or questions, please contact the Building & Code Services office located on the first floor of City Hall.

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