BOUNTIFUL
EST. 1847

MAYOR
Randy C. Lewis
CITY COUNCIL
Kendalyn Harris
Richard Higginson
Beth Holbrook
John M. Knight
John Pitt
CITY MANAGER
Gary R. Hill

SOLAR PANELS

STEP	RESPONSIBLE PARTY	✓	DETAILS/EXPLANATION
1	Property Owners or Contractor		Fill out and pay for CONDITIONAL USE PERMIT* **(Attachment 1)**. Attach completed SOLAR PANEL QUESTIONS, PHOTOVOLTAIC SYSTEM NET METERING REQUIREMENTS and INSTALLATION-DIAGRAM **(Attachment 2)**. ***Other drawings or documents needed:*** Placement of panels on house, pictures of solar panels to be used, and engineering review of existing roof.
2	Bountiful City Planning/Zoning		Set up Time/Agenda/Post Public Hearing Sign and Notice - Send out copies of agenda inviting property owners/contractors to meeting for Conditional Use Permit approval. ***Public Hearing: Sign must be posted at property for 10 days prior to Administrative Meeting (held on Mondays at 5:00 p.m.)***
3	Administrative Committee and Contractor and Property Owner		Attend Administrative Committee Meeting - Public Hearing for approval for Solar Panels.
4	Property Owners or Contractor		Fill out and turn in BUILDING PERMIT **(Attachment 3)** to Bountiful City Planning Department.
5	Engineering		Engineering to approve plans. The Engineering Department will call when the permit is ready to pick up.
6	Property Owners or Contractor		Pick up permit and pay Net Metering fees** and Building Permit fees.***
7	Electrical Contractor or Property Owner		Call Engineering for INSPECTION (801) 298-6125.
8	Bountiful City Engineering		Engineering INSPECTION at Property.
9	Bountiful City Engineering		Contact Power Company with approval to attach Solar Power Meter.

PHONE NUMBERS
Planning - 298-6190
Engineering - 298-6125
Power - 298-6072 (Kim or Jerrell)

PERMIT COSTS			
	* Conditional Use Permit	6016	$50.00
	** Net Metering	5077	$450.00
	***Building Permit for City	5012	$300.00
	***Building Permit for State	5013	$3.00
	***Building Permit for Plan Check	5011	$30.00
	TOTAL		***$833.00***

8/12/2015

BOUNTIFUL
EST. 1847

For Office Use Only

Date Rec'd _____

Admin Date _____

Application $_____

SOLAR PANEL - CONDITIONAL USE PERMIT APPLICATION

PROPERTY OWNER INFORMATION:

Property Owner Name(s): _____

Property Address: _____

Property Owner Phone Number: _____

Property Owner E-Mail: _____

*(Property Owner(s) - please sign **Authorization and Affidavit** on page 2)*

SOLAR CONTRACTOR INFORMATION:

Solar Company Name: _____

Company Address: _____

Company Phone Number: _____

Contact Person for Solar Project: _____

E-Mail Address: _____

1. **Please include the following with your application:**

☐ **$50.00 Fee**: Conditional Use Permit Application (Administrative Committee)

☐ **SITE PLAN**: Two (2) 11"x17" sized sets of the proposed site plan drawn at 1:10 scale or as required by the City Engineer and City Planner. A site plan shall include:

- Plan view (bird's-eye) of site with placement of solar panels.
- A north arrow, the scale of the drawing, and the date of the drawing.
- Street names and addresses.
  FOR GROUND-MOUNTED SOLAR ARRAYS, THE FOLLOWING:
- Property lines with dimensions.
- All sidewalks, driveways, curbs and gutter, and parking areas.
- All existing easements, rights-of-way, and any other restrictions on the use of the property.
- Existing buildings, proposed buildings, and other significant features on the site.
- Existing buildings and significant features located on adjacent properties within 50 feet (50') of the subject property boundaries.
- When required by the City Planner or City Engineer, and for all new construction, a survey including both existing and proposed contours of the land at intervals of two feet (2') or better.

☐ **ONE-LINE DIAGRAM** (or electrical diagram or block diagram): Two (2) 11" x 17" sets (diagram must follow Bountiful City Light & Power sample diagram included in the solar packet – attachment 2, page 3).

☐ **ENGINEER ANALYSIS LETTER** (including an analysis of the existing roof structure with added solar equipment and uplift resistance)

☐ **COMPLETED SOLAR PACKET FORMS:**
☐ Solar Panel Questions
☐ Photovoltaic System Net Metering Requirements (signed by property owner)
☐ Bountiful City Light & Power - diagram form
☐ Building Permit Application

☐ **SPEC SHEETS:** Solar product information

☐ **PHOTO:** Electrical service (meter main with disconnect)

2. Property Owner Authorization and Affidavit

The undersigned, being duly sworn, depose that I am (we are) the owner(s) of the property involved in this application and that the statements contained herein and by attachment, are to the best of my (our) knowledge true and correct.

_____ _____
Property Owner Property Owner

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SOLAR PANEL QUESTIONS

Please completely answer all questions (do not simply refer to an attachment)

Size of Array	
Array Dimensions *Total Number of Panels* *Total rating of photovoltaic system:*	_____ KW
Mounting Location	
Roof/Wall/Other	
Roof Pitch (Rise/Run e.g. "5/12")	
Roofing Material *Asphalt Shingle/Tile/Steel/Other* *Age & Condition of Shingles*	
Roof Construction *Rafter/Truss/Joist*	
Engineering Analysis	
Connection to Roof	
Analysis of Existing Roof Structure with added Solar Equipment	
Adequate Uplift Resistance (120 mph Exp B)	

PHOTOVOLTAIC SYSTEM NET METERING REQUIREMENTS

It is understood and agreed that net metering for a photovoltaic power system at _____

_____

will be furnished by Bountiful City Light & Power (BCL&P) under the following conditions:

1. The customer is required to obtain a conditional use permit and a building permit from the City of Bountiful, make an application for net metering, and pay the net metering connection fee prior to the start of construction.

2. The customer is required to pay the monthly charges. By requesting and accepting the net metering service, the customer agrees to abide by the terms and conditions outlined in the Electric Service Policies and Electric Service Agreements of BCL&P. A copy of these policies is available from BCL&P and is available online at www.BountifulUtah.gov.

3. The customer is required to obtain prior approval from BCL&P for the location of the photovoltaic meter and disconnect switch prior to the start of construction.

4. The customer is required to furnish and install the photovoltaic meter base and the photovoltaic disconnect switch, in addition to the electric service meter, according to applicable codes, 4 to 6 feet above grade. You are required to keep the area in front of and immediately around the meters and the disconnect switch clear to allow maintenance and reading of the meters.

5. A minimum of five working days will be required for BCL&P to complete the electrical connection after you have complied with all construction installation requirements, applied for net metering, paid the applicable connection fee, and received clearance for the photovoltaic system installation from the Building Inspector.

Dated _____ Permittee _____
(Customer)

Total rating of photovoltaic system: _____ KW

Bountiful City Light & Power

Supplemental Information for Installation of
Photovoltaic Electric Generation Systems

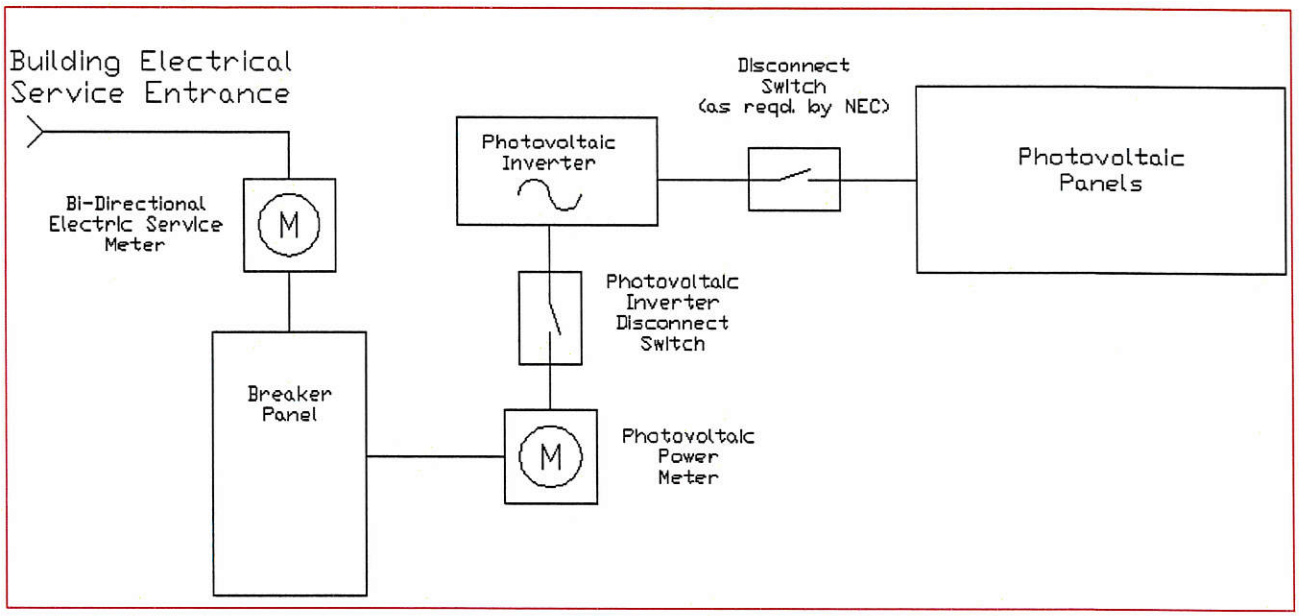
BOUNTIFUL CITY REQUIRES ALL SOLAR PANELS BEING CONNECTED TO HAVE A NET METER. WE MUST HAVE A LINE DIAGRAM SHOWING THE LOCATION OF THE METER.

_____I WILL FOLLOW THE DIAGRAM OUTLINED BELOW

_____
Signature of Property Owner or Contractor

Sample System Block Diagram

Listed below is a simple block diagram for a photovoltaic electric generation system which interconnects with the BCL&P electrical system.



Photovoltaic Power Meter Base

The customer is required to provide and install a meter base in-line between the photovoltaic disconnect switch and the customer's breaker panel. BCL&P will provide the meter and will monitor the total electrical generation of the photovoltaic system. The location of the meter base for the photovoltaic power meter must be approved by BCL&P prior to construction.

Visible Disconnect Switch

The customer is required to provide and install a visible disconnect switch between the photovoltaic system inverter and the customer's breaker panel. It should be located relatively close to the photovoltaic power meter. The location of the disconnect switch must be approved by BCL&P prior to construction.

Photovoltaic System Size Limitations

For residential single-phase customers, the maximum allowable photovoltaic system size is 10 kW.

For commercial customers with single-phase service, the maximum allowable photovoltaic system size is 10 kW, or 75% of their peak metered energy demand, whichever is greater.

For commercial customers with three-phase service, the maximum allowable single-phase photovoltaic system size is 5 kW. For those systems larger than 5 kW, a three-phase inverter is required. The maximum allowable photovoltaic system size is 30 kW, or 75% of their peak metered energy demand, whichever is greater.

BOUNTIFUL CITY
BUILDING PERMIT APPLICATION
AND STORM WATER PERMIT APPLICATION

DATE OF APPLICATION | VALUE OF PROJECT

NEW	☐	ADDITION	☐	REMODEL	☐	SIGN	☐
REPAIR	☐	MOVE	☐	CONVERSION	☐	DEMOLISH	☐

DESCRIPTION/PROPOSED USE

ESTIMATED START DATE | ESTIMATED COMPLETION DATE

BUILDING ADDRESS

LOT | SUBDIVISION NAME AND PLAT

TOTAL PROPERTY AREA - ACRES OR SQ. FT.	TOTAL BUILDING AREA
OWNER OF PROPERTY ADDRESS	PHONE CELL WORK HOME
ARCHITECT ADDRESS	PHONE STATE LICENSE NO.
GENERAL CONTRACTOR ADDRESS	PHONE STATE LICENSE NO.
ELECTRICAL CONTRACTOR ADDRESS	PHONE STATE LICENSE NO.
PLUMBING CONTRACTOR ADDRESS	PHONE STATE LICENSE NO.
MECHANICAL CONTRACTOR ADDRESS	PHONE STATE LICENSE NO.
STORM WATER CONSULTANT ADDRESS	PHONE STATE LICENSE NO.

SUBMIT WITH APPLICATION 2 SETS OF:
- ☐ PLANS
- ☐ SITE PLANS
- ☐ ENGINEERING SPECIFICATIONS
- ☐ MEC CHECK
- ☐ GAS LINE DRAWINGS
- ☐ STORM WATER MANAGEMENT PLAN
- ☐ VERIFICATION OF A STATE STORM WATER PERMIT

$100.00 PLAN CHECK FEE FOR NEW HOMES

BOUNTIFUL CITY ENGINEERING DEPARTMENT
CITY HALL
790 S 100 E, BOUNTIFUL, UTAH 84010

PHONE (801) 298-6125
FAX (801) 298- 6033

OFFICE HOURS ARE MONDAY THROUGH THURSDAY
7:00 AM TO 6:00 PM

APPLICANT SEE BACK FOR IMPORTANT INFORMATION

FOR OFFICE USE ONLY
DATE ENTERED | PERMIT NO. | TRAFFIC ZONE

PLANNING REVIEW COMPLETE		ENGINEERING REVIEW COMPLETE		STORM WATER REVIEW COMPLETE	
DATE	INITIALS	DATE	INITIALS	DATE	INITIALS

REQUIRED RESIDENTIAL BUILDING INSPECTIONS FOR BOUNTIFUL CITY

~All Inspections Must be Scheduled through the Engineering/Building Department~

1. Footing (deck footings included)*
2. Foundation*
3. Sub-Plumbing
4. Sub-Heating
5. Suspended Slab
6. Sheathing
7. Rough Plumbing -
8. Rough Mechanical -
9. Rough Electrical -
10. Rough Framing -

These 4 inspections should be grouped together as 1 or 2 inspections 3-ways or 4-ways

11. Insulation
12. Final

– Also any Re-Inspections for Failed Inspections

* Schedule these inspections ***at least*** 1 hour before your concrete is to arrive.

Drive Approach and other Public Works Inspections such as sidewalk, curb and gutter, and water meter relocation, are required and must be done under a separate Excavation Permit. An inspection must be scheduled for the Public Works Inspector through the Engineering/Building Department.

Retaining Walls that are 4'0" or higher require a permit. The following are needed for these:

1. Engineering
2. Soils Report
3. Engineer's Letter of Approval that Wall Meets Design (after construction is complete)

FOR OFFICE USE ONLY

RECEIVED BY:_____ DATE _____

INITIAL EACH ITEM RECEIVED

_____ 2 COPIES OF PLANS

_____ 2 COPIES OF SITE PLAN

_____ 2 COPIES OF ENGINEERING SPECIFICATIONS

_____ 2 COPIES OF RES CHECK (MEC CHECK)

_____ 2 COPIES OF GAS LINE DIAGRAM

_____ 2 COPIES OF STORM WATER MANAGEMENT PLAN (NEW CONSTRUCTION ONLY)

_____ VERIFICATION OF STATE STORM WATER PERMIT (NEW CONSTRUCTION ONLY)

5. An attached accessory dwelling unit shall meet all of the required setbacks for a primary dwelling.

6. Shall not have a room used for sleeping smaller than one hundred twenty (120) square feet, exclusive of any closet or other space,

7. The owner shall record a deed restriction on the property stating that the use of the property is for a single-family dwelling, and that the accessory dwelling unit shall only be used in accordance with the provisions of the Bountiful City Land Use Ordinance as it may be amended from time to time.

D. A detached accessory dwelling unit shall meet all of the above criteria, plus the following:

1. Shall require a conditional use permit, reviewed and approved by the Bountiful City Administrative Committee.

2. Shall not be located on a lot with less than eight thousand (8,000) square feet buildable land.

3. Shall be configured so that any exterior doors, stairs, windows, or similar features are located as far away from adjoining properties as is reasonably possible to provide privacy to those properties.

4. Shall meet all of the setbacks required of a detached accessory structure requiring a conditional use permit.

14-14-125 PUBLIC UTILITY EASEMENTS ON PRIVATE PROPERTY

A public utility easement located on private property shall not be used for a private service lateral without the permission of the affected property owner. A private service lateral is any utility connection beyond the trunk line, meter box, transformer, manhole, service riser, or other main transmission line, that serves a single property, residence, or user.

14-14-126 PRIVATE POWER PLANTS

A. A "Private Power Plant" is any device or combination of devices not owned and operated by a regulated utility company, which convert mechanical or chemical energy into electricity, or solar energy into any other form of energy. A private power plant with a peak power generation capacity of 10 Watts/12v/500mAmp (or less) is exempt from the provisions of this Section. A private power plant, including a windmill or wind turbine, shall not be permitted within Bountiful City limits, with the following exceptions:

1. A back-up power generator running on unleaded gasoline, diesel, natural gas, propane, or hydrogen fuel cell, rated for a single structure or building lot, located in accordance with the requirements of the zone in which it is located.

2. A photovoltaic cell array or other passive solar energy system located in accordance with the requirements for occupied structures for the zone in which it is located.

B. With the exception of a back-up power generator, no private power plant may be installed or used on any property unless a conditional use permit has been issued for the specific power generation device.

C. A private power plant is not exempt from the height requirements of the Zone in which it is located, and shall be considered an occupied structure for the purposes of calculating height.

D. Solar energy design standards and requirements

1. Solar energy panels or collectors that are mounted to the roof shall:
   a. Not extend beyond the roofline.
   b. Not reflect sunlight onto neighboring windows or rights-of-way.
   c. Not exceed fifty (50) percent of the total roof area.
   d. Shall be maintained in good condition.

2. Prior to installation, use, and connection to the grid, the following shall be done:
   a. A Conditional Use Permit shall be issued
   b. A Building Permit shall be issued
   c. The Power Department shall approve the application for net metering
   d. The Power Department shall approve the physical installation