

SOLAR PANELS

ROOF MOUNTED



Building Permit Package

A step by step guide for
making a building permit
application



Norfolk County Building Department
Community Development Division
185 Robinson Street, Suite 200 Simcoe, Ontario, N3Y 5L6
norfolkcounty.ca

Solar Panels – mounted on a building Permit Package

DO I NEED A PERMIT FOR SOLAR PANELS?

Section 1.3.1.1 (f) Div A of the Ontario Building Code requires a Building Permit to be issued prior to the installation of any solar collector that is mounted on a building and has a face area equal to or greater than 5 sq m (50 sq ft). For the purpose of clarity “face area” shall include the aggregate area of all panels or modules.



A Building Permit is NOT required for solar collector system installations where:

- The panel is less than 5 sq m (50 sq ft) in area.
- The panel is not installed on a building
- Is not connected to a plumbing system
- Is not connected to a Mechanical heating system

NOTE: Electrical permits and/or inspections available from the Electrical Safety Authority (ESA) may also be required where there are electrical connections as part of the system. If you have a grid-connected PV system, in most cases the Electrical Safety Authority must inspect your system before it is turned on.

STEP 1: – Preparing your application

A building permit application consists of many document. The forms attached are to be completed, signed, and dated.

Drawings and Documents

Drawings are to be legible and to scale. Use a ruler or computer aided drafting (CAD) software to complete your drawings. Provide enough information and detail to ensure compliance with the Ontario Building Code.

The [Ontario Building Code](#) is available online under the Regulations under this act tab.

Building Department staff are not permitted by law to provide design advice. It is the responsibility of the property owner or authorized agent to complete a design that meets the requirements of the Ontario Building Code (OBC) and the Building Code Act (BCA).

Building Permit – Application Checklist

Completed Forms

- Building Permit Application
- Commitment to General Review, from a professional engineer.
- Applicant Authorization Form, if application is not completed by the property owner,

Required Documents

- Construction Drawings
 - Panel layout
 - Drawing of building structure the panel rails will be mounted to,
 - Mounting detail

Fees

- Solar Panel Permit Fee

STEP 2: Applying

Online Portal: Visit [Norfolk Permits Portal](#) and make your application online.



Building Department

[Apply for a Building Permit
Status and Fees](#)

In Person: Visit our service counter located at 185 Robinson Street, Suite 200 Simcoe Ontario.

Our Permit Coordinators will review your application and provide in writing any item which may be missing from the application and a cost break down for the permit fees and payment options.

Step 3: Plans Review

A Building Inspector will contact you in writing if there are building code concerns or missing information from your application.

A building permit is issued once all documentation has been received, fees are paid in full, and your plans are check for compliance zoning by-law and the building code.

Step 4: Inspections

Once you have obtained a building permit, a building inspector needs to attend your site at several milestones in the construction process. For more information, please check the inspection section of Norfolk County's Building Department website. Once all inspection are complete and passed your permit is closed.

Need Help? If you have any question on the building permit process or plans required, please contact permits@norfolkcounty.ca or 519-426-5870 ext. 6016

Updated October 2022