



Solar Permit Checklist

We encourage you to contact Niall Connolly, Principal Planner, at nconnolly@springdale.utah.gov or (435) 522-4130 before making an application.

Our Community Development Department has created this checklist to make the application process for a Solar Permit as seamless as possible for you. Kyndal Sagers, Zoning Administrator, is your main point of contact at ksagers@springdale.utah.gov or (435) 522-4130. Additionally, other departments may review the application to ensure compliance with the Town Code. The checklist below is everything you will need to include in your application to ensure that it is a complete application.

Application Process

Application for a solar permit is made online through the Town's permit application portal. You can access the solar permit application through this [link](#). You will need the following information to make an application. Please gather this information before making an application.

Property Owner Contact Information

Property owner's first and last name, telephone number, contact email, and mailing address.

Point of Contact Information

This is the applicant's information, including first and last name, telephone number, and contact email. The contact email listed will be the email we will use to communicate with.

Site Information

- Site Address
- Subdivision Information (if applicable)
- Lot # (if applicable)
- Parcel #
- Acres (if applicable)

Project Information

Letter of Authorization

If the applicant is not the homeowner, a written letter of authorization from the property owner authorizing the applicant to make the Solar Permit Application is required.

Site Plan

Include details on installation and mounting

Detail how the solar panels are mounted**Detail the capacity of the solar installation in kilowatts****Electrical Plan**

Include details on Solar Equipment (panel, inverter, etc.)

Pictures or drawings of the proposed solar energy system, such as cut sheets or catalog information**Details on the surface and finish of the solar energy system.****Letter from Architect/Engineer****Principal Designer**

Provide the name, contact phone number, business address, and full license number.

Solar Contractor

Provide the name, contact phone number, business address, and full license number.

Electrical Contractor

Provide the name, contact phone number, business address, and full license number.