BUILDING & SAFETY



Residential Photovoltaic (Solar) Permits

www.LasVegasNevada.gov/BuildingPermits

Phone: (702) 229-6251

Effective February 15, 2024

All Residential Photovoltaic (PV)/Solar Permits without an ESS (energy storage/battery system) or a ballasted system will be required to submit Electrical plans and an Electrical Load Calculation for a same day permit issuance and inspection.

Installations with an ESS (energy storage/battery system) or a ballasted system will be required to submit for a full plan review and are not eligible for same day issuance.

Here are the steps for the Same Day Permit Issuance:

- Applicants must be licensed electrical contractors for a same day online permit. Owner/Builder permits are not eligible for this process and must submit plans for a full review.
- Begin the permit process (use Google Chrome or Microsoft Edge internet browsers): Go to LasVegasNevada.gov/Dashboard
- 1. If you don't have an account on the Citizen Portal, please create a company account. We recommend using a company email that is a shared inbox and can be accessed by multiple people. The system will send automated emails for permit issuance and inspection results.



- 2. Choose "Register a New Account" and enter the name and email address to be used for the account. Do not use the social media links.
 - The system will send you an email to create your password.
 - All emails will come from a <u>donotreply@lasvegasnevada.gov</u> please make sure your email servers accepts those notices.

3. If you already have an account, then choose to login by clicking "Sign In":



4. Choose "Apply for", and expand the Building options to choose "Building Permits for Residential Photovoltaic (Solar) Permits." Click on "Apply":



5. Start your application by answering if this installation has a battery:

eing re	?	
	Are you installing a battery (ESS) system as part of the application?	
ons	Yes No	

6. If "Yes", you must submit the plans for a full review. If "No", you can continue with the online permit for same day issuance.

Location - Enter the project Address (only residential addresses are eligible) and click next:
 Building Permits for Residential Photovoltaic Solar Permit

Select User 🖌 Location ! Contracto	or/Company Job Description Submittal Check	tist Confirmation Acknowledgement Submittal Confirmation	
Select Location			
Enter the location of the property Search for the location by address Search Address Search via	for which the permit is being requested. e or parcel number.		
Please enter your location:			
* Street Number:	Direction: All Directions	* Street Name (Do not include suffix):	Search
Return to Dashboard			← previous step

8. Contractor/Company information - Enter your company Multijurisdictional Business license number and click search:

Building Permits for Residential Photovoltaic Solar Permit

Select User ✓ Location ✓ Contractor/Company ! Job	scription Submittal Checklist Confirmation Acknowledgement Submittal Confirmation
Search Primary Contractor/Company	
Please, search and select a primary Contractor/Comp Selecting a primary Contractor or Company is require	ny. !
City of Las Vegas Business License#:	E.X. 1234567899 Search

9. Contractor/Company information - The system will locate your company name and add it to the information. Enter your Nevada State Contractors License number for electrical work and click search and "Next Step" when confirmed:

elect User 🗸 Location 🖌 Contractor/Company ! Job Description	Submittal Checklist Confirmation Acknowledgement Submittal Confirmation	
Search Primary Contractor/Company		
Please, search and select a primary Contractor/Company. Selecting a primary Contractor or Company is required!		
City of Las Vegas Business License#:		Search
Contractor/Company Name	INC.	
State of Nevada Contractor License#:	007	Search
Return to Dashboard		← previous step next step →
	INC. is an approved contractor to submit this application, click "Next Step" to continue.	
	Next Step	

10. Job Description section - Enter the project name, estimated valuation, scope of work with total kW's and the total kilowatts for pricing; then click on "next step":



11. Submittal Checklist - this is the step to upload your documents.



12. Upload the Electrical Plan the Electrical Load Calculation for the installation at this address, add your contact information and click "next step":

Building Permits for Residential Photovoltaic Solar Permit



- 13. Confirm your documents are uploaded. Click "next step".
- 14. Acknowledgement page needs to be checked and click "next step": Building Permits for Residential Photovoltaic Solar Permit

Select User 🗸 Location 🗸 Contractor/Company 🗸 Job Description 🗸 Submittal Checklist 🗸 Confirmation 🖌 Acknowledgement !	Submittal Confirmation
Acknowledgement	
I control to the property of the property involved in this application, or the issee or agent fully authorized by the owner to make a property involved in this application, or the issee or agent fully authorized by the owner to make a property involved in this application, or the issee or agent fully authorized by the owner to make a property involved in this application.	y knowledge and belief. I understand that the city is not responsible for pplication to be rejected. I further certify that I am the owner or purchaser his submission.
Return to Dashboard	+ previous step next step -

15. Permit created (see your permit number) – pay your permit fees on the link (*applications are automatically* voided by the system in 10 days if unpaid) :

uilding Permits for Residentia	l Photovoltaic Solar Permit
Select User ✔ Location ✔ Contractor/Company ✔ Job Description ✔ Submit	ttal Checklist ✔ Confirmation ✔ Acknowledgement ✔ Submittal Confirmation ✔
Application Submitted	Please note:
Thank you for submitting your application.	In order for us to process the application there is a processing fee that needs to be paid in full. The application will expire in 10 days if the fee is not paid.
Your Tracking # is: R24-00053 Amount Due: \$ 314.00	Upon payment receipt, we will review the completeness of the application. You will be notified when the review is complete.
	You can pay fees here

- 16. An automated email will be sent to your email address with the payment receipt and then a second email upon permit issuance from our <u>donotreply@lasvegasnevada.gov</u> server.
- 17. Print all your documents for the installation and your permit for the inspection. The permit can be printed from permit number link on the Dashboard that takes you to our Check Status page or directly go to Check Status to print the permit: LasVegasNevada.gov/CheckStatus
 - a. Search by project number: . . .

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arch By:	
roject Number	
ject Number:	
24-00053	
R24-00053 - Residential Building Permit (Res)	cilick t
R24-00053 - Residential Building Permit (Res)	Click to
R24-00053 - Residential Building Permit (Res) Key Number: 1832971 Current Status: Inspections	Cilisk to
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Seignin Clear Search R24-00053 - Residential Building Permit (Res) Key Number: 1832971 Current Status: Inspections Application Received: 1/23/2024 Project Name: test PV no plan Address: 7313 CASA SOLAR CT Type of Work: Over the counter	Cilek tr
Clear Search R24-00053 - Residential Building Permit (Res) Key Number: 1832971 Current Status: Inspections Application Received: 1/23/2024 Project Name: test PV no plan Address: 7313 CASA SOLAR CT Type of Work: Over the counter Permit Issued: 1/23/2024	Click to

b. Choose to print the permit:



- 18. Only one inspection is required for Photovoltaic and that is the **#227 inspection**.
- 19. The inspector does not need to keep the paper plans since we now have them electronically. They will only be used as reference during the inspection.
- 20. Schedule inspection online when ready through the Dashboard link or directly at LasVegasNevada.gov/ScheduleInspection

**If the design or plans change after the permit is issued, then you are required to apply for a REVISION and submit the new plans and calculations before the inspection. The installation must match the plans submitted.

Revision Process:

a) Go to your portal/Dashboard and search for the permit under "Building and Offsite Projects and Permits:" and "All Applications":

Building and Offsite Projects an	nd Permits		Refresh 🖉 Click to clo
Application Number	✓ R24		
Actions Needed Active Applications	All Applications		
Application Number	Project Name	≑ Stage	System Options
R24-00141	PV install Example	Inspections	\$€ OPTIONS
R24-00130	Test	Prior to Issue	\$ OPTIONS

b) Choose "Options" next to the affected permit to expand your actions:

	Actions Needed Active Applica	ations A	I Applications				
	Application Number		Project Name	Stage		System Options	
-	R24-00141		PV install Example	Inspections	\rightarrow	OPTIONS	

c) Choose "Revisions" to start the process and submit your changes:

Revisions Application

Building and Offsite Proje	ects and Permits		Refresh 🖉 Click to close 🔨
Application Number	✓ R24		
Actions Needed Active Applic	All Applications	▲ Stane	▲ System Ontions
R24-00141	PV install Example	Inspections	OPTIONS
Revisions Deferred	View Documents Schedule In:	spection	
\sim		-· · ·	

d) Describe the changes on the scope of work and indicate if the <u>kilowatts</u> are still the same as the original permit. An increase in kilowatts requires an increase in permit fees when there are more than 10 kW.

Application Details:	Select User ✓ Job Description ! Submittal Checklist Confirmation Submittal Confirmation	
Application #: R24-00141 (Issued)	Please complete the following below and click Next to continue.	
Project Name:	* Scope of Work:	
PV install Example	Change in design with same number of KW.	
Scope of Work: 8kW. PV install Example		
WorkType:		
Residential Building Permit OTC	Describe all of the work to be performed on the project	
\Box	Return to Dashboard	← previous step next step →

e) Add the revision application, updated electrical plan and electrical calculations. N/A all other disciplines for revision.

Plumbing Plan	
Please upload Plumbing Plan	
Browse Click the Browse button to upload a file or drag and drop a file here	
Allowed file type: .pdf , Maximum allowable size: 500 MB Files cannot have special characters in the name or the file will not be accepted by the system	
Electrical Plan	
Please upload Electrical Plan	
Browse ElectricaLPDF	
Allowed file type: .pdf , Maximum allowable size: 500 MB Files cannot have special characters in the name or the file will not be accepted by the system	10
Electrical Other Documents	10
Please upload Electrical Other Documents	
Browse Click the Browse button to upload a file or drag and drop a file here	
Click the Browse button to upload a file or drag and drop a file here Allowed file types: .pdf Files cannot have special characters in the name or the file will not be accepted by the system	
Click the Browse button to upload a file or drag and drop a file here Allowed file types: .pdf Files cannot have special characters in the name or the file will not be accepted by the system Electrical Load Calculation (if not on the plans)	
Click the Browse button to upload a file or drag and drop a file here Alowed file types: .pdf Files cannot have special characters in the name or the file will not be accepted by the system Electrical Load Calculation (if not on the plans) Please upload Electrical Load Calculation (if not on the plans)	
Click the Browse button to upload a file or drag and drop a file here Click the Browse button to upload a file or drag and drop a file here Click the Browse button to upload a file or drag and drop a file here Click the Browse button to upload a file or drag and drop a file here Click the Browse button to upload a file or drag and drop a file here Click the Browse button to upload a file or drag and drop a file here Click the Browse button to upload a file or drag and drop a file here Click the Browse button to upload a file or drag and drop a file here Click the Browse button to upload a file or drag and drop a file here Click the Browse button to upload a file or drag and drop a file here Click the Browse button to upload a file or drag and drop a file here Click the Browse button to upload a file or drag and drop a file here Click the Browse button to upload a file or drag and drop a file here Click the Browse button to upload a file or drag and drop a file here Click the Browse button to upload a file or drag and drop a file here Click the Browse button to upload a file or drag and drop a file here Click the Browse button to upload a file or drag and drop a file here Click the Browse button to upload a file or drag and drop a file here Click the Browse button to upload a file or drag and drop a file here Click the Browse button to upload a file or drag and drop a file here Click the Browse button to upload a file or drag and drop a file here Click the Browse button to upload a file or drag and drop a file here Click the Browse button to upload a file or drag and drop a file here Click the Browse button to upload a file or drag and drop a file here Click the Browse button to upload a file or drag and drop a file here Click the Browse button to upload a file or drag and drop a file here Click the Browse button to upload a file or drag and drop a file here Click the Browse button to upload a file or drag and drop a file here Click the Browse button to upload a file or drag and drop a file here Click the Brows	

f) The system will generate a temporary application/Tracking number. Pay the submittal fee for the application to move forward.

Revisions Application		
Application Details:	Select User 🗸 Job Description 🗸 Submittal Checklist 🗸 Confirm	mation ✓ Submittal Confirmation !
Application #: R24-00141 (Issued)	Application Submitted	Please note:
Project Name: PV install Example	Thank you for submitting your application.	In order for us to process the application there is a non-refundable
Scope of Work: 8kW. PV install Example	Your Tracking # is: R1443954	expire in 10 days if the fee is not paid.
WorkType: Residential Building Permit	Amount Due: \$ 55.00	Upon payment receipt, we will review the completeness of the application.
OTC		You can pay fees here

g) Once the fee is paid, the number will change to align with your permit number. Permit number with revision numbering:

Actions Needed Active Applications All Applications					
Application Numb	er 🍦 Project Name	Stage	System Options		
R24-00141-R001	PV install Example	Update Bluebeam			
R24-00141	PV install Example	Inspections	OPTIONS		

- h) Our Permit Technicians will add the revision number and process the application for completion.
- i) The system will email you when the application is ready for final payment.
- j) Once the payment is processed, the system will email you the documents and then you can schedule the inspection on the original permit number. Plans are also available on the Dashboard.
- k) Plans & electrical calculations must still be printed with the permit and available onsite for the 227 inspection.