



## Retrofit Installation of Solar Photovoltaic Panels on Sloped Roofs

**No.: PERMITS-58**  
**Date: 2017-09-11**

### Purpose:

To allow a streamlined building permit application process for installation of Solar PV systems on existing roofs.

### Background:

- Given the City's Solar Friendly Framework policy, the Building Approvals Department recognises that a simplified permit procedure will contribute significantly to the promotion of the use of solar photovoltaic panels (PV) for onsite power generation.
- The City is responsible to the public to provide construction oversight to ensure that installations are performed correctly in terms of structural anchorage, addressing water penetration, and do not exceed maximum building height limitations as per the zoning code.
- After consultation with industry representatives, a system of standard specifications for materials and methods providing approved structural anchorage and prevention of water penetration systems has been prepared by industry and accepted by the Building Approvals Department. These specifications are to be referenced by each application in lieu of professional drawings and specifications for each building permit application. Different specifications concepts for installation will require separate industry standard specifications to be developed and accepted by Building Approvals.

### Implementation:

The following process is required for the completion of a Building Permit Application for the Installation of PV systems on existing sloped roofs:

1. Completed "*Residential Alterations Plan Review Application*" form indicating scope of work as installation of solar photovoltaic panels on existing sloped roof.
2. Append application with completed Specifications for Installation as approved and on file with Building Approvals. Reference the approved methods and materials for panel system anchorage and building envelope integrity in application. Approved specifications are available on line at [www.richmond.ca/plandev/building/building.htm](http://www.richmond.ca/plandev/building/building.htm)
3. A letter by a registered professional in the Province of British Columbia, signed and sealed, stating that they will perform site inspections to ensure the installation is in accordance with the approved specifications.
4. A permit fee of \$130 is payable at time of application.
5. At completion of construction, a letter or field report by a registered professional in the Province of British Columbia, signed and sealed, shall be provided to the Building Inspector stating that the installation has been performed to the approved installation specifications.

Should you have any questions, comments or suggestions concerning this bulletin, please contact the Code Engineer, Permits Section at 604-204-8515.