



Solar Photovoltaic (PV) System Permitting Checklist

The pre-submittal checklist below contains the minimum information and project plan details required to be submitted to the City of Altoona when applying for a permit to install a residential or commercial/non-residential solar photovoltaic (PV) system. The intent of using the checklist is to provide transparent and well-defined information to minimize the number of required revisions, improve permit application quality, and accelerate the application and review process.

Codes and Design Criteria

The City of Altoona has adopted the following codes: WI UDC SPS 316 and NEC 2017

The following local design criteria should be used:

- 40 PSF Snow Load
- 90 mph Wind Load for Residential and 115 mph for commercial

Required Permits

A permit must be obtained prior to the start of any work. Complete the following permit application(s) and submit any additional required documents.

Residential Solar PV System:

- Electrical Permit

Commercial/non-residential Solar PV System:

- Electrical Permit

Solar PV System Plus Technologies:

- Electrical Permit

Primary Use Ground-mounted Solar PV System:

- Electrical Permit / Accessory Structure

Additional Required Documents

- Site Plan (for Ground-mounted Solar PV Systems only):
 - Site plan should show the location of major components on the property. The site plan drawing need not be exactly to scale, but it should represent relative location of components at site. The plan must specify how far the system is setback from all property lines and neighboring structures.
 - PV arrays and energy storage systems in compliance with UDC and IBC fire setback requirements need no separate fire service review.
- Electrical Diagram
 - Electrical diagram/worksheets should show PV and energy storage system configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, and AC connection to the building.
- Specification sheets and installation manuals (if available)
 - Provide spec sheets and manuals for all manufactured components including, but not limited to, PV modules, inverter(s), combiner box, disconnects, and mounting system



Contractor Requirements

Electrical Contractor and Master Electrician Certification number

Permit Fees

Residential Solar Systems - \$50 for existing home (Fee waived for new construction)

Commercial - \$100

Complete fee information can be found in 15.04.150(a) of the Altoona Code of Ordinances in the [fee schedule](#).

Submit Permit Application

Permits can be submitted online via InspectWiz on the Building Official's webpage. Once permits have been submitted, it will be reviewed within 5-10 business days. If the permit is incomplete a review will be sent to the email on file.

Review Process Timeline

The City of Altoona is committed to providing a timely review of solar PV permit applications. Best efforts are made to review completed residential all solar permit applications within 5-10 business days. These turnaround times are typical, not guaranteed. Altoona has a staff of dedicated individuals, but workloads, vacations, and sick leave can cause unforeseen delays that may impact turnaround time.

Certain circumstances can prolong the permit turnaround time including:

- Applicant does not submit all required information
- Contractor applying for permit is not a licensed contractor
- Equipment is not listed

Permit Status

To check your permit status please log into InspectWiz.

Permit Expiration

All permits expire two years after the date of issue, except for commercial electrical permits which shall expire 12 months after the date of issuance. Failure to start the work authorized by a permit within this period renders the permit invalid and a new permit must be obtained. Once work begins, noticeable progress must continue until completion.

Scheduling an Inspection and the Inspection Process

To schedule an inspection please email MattF@ci.altoona.wi.us. Typically, inspections are completed within 1 day. Inspections are performed on Monday - Thursday 8 AM - 4 PM or by appointment.

A residential solar PV system requires [1-2] inspections:

- Service
- Final



A commercial solar PV system requires [1-2] inspections:

- Service
- Final

Address: 1303 Lynn Avenue, Altoona, WI 54720

Hours of Operation

- Office: 7:30 AM – 4:00 PM Monday thru Friday