



ADMINISTRATIVE/OPERATING PROCEDURE

| Year | Procedure |
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| 2016 | Permit and Revision Application and Plan Review for Residential Rooftop Solar Panels Installations (RSP) |

Purpose

1.0 To specify requirements and procedures for processing and tracking RSP applications for building and electrical permits.

General

- 2.0 RSP projects require two types of permits: Residential Building and Electrical
- 3.0 Applicant must submit permit applications through the ePermits and ePlans.
- 4.0 RSP construction drawings must be digitally signed (encrypted digital signature) and sealed by a Maryland licensed structural engineer. A Maryland licensed electrical engineer must sign and seal electrical plans. The signed letter of certification from the electrical engineer or master electrician shall be included in the permit submittal.
- 5.0 Adequate applications will be processed within seven (7) business days.
- 6.0 PT – Permit Technician processing building permits
- 7.0 BPA - Building Plan Review Administrator
- 8.0 ZA - Zoning Administrator
- 9.0 ZPSS – Zoning Plan Reviewer

Policy

Permits Processing

- 10.0 If applicant does not complete Applicant Upload task (upload the required documents) within five (5) business days from permit creation, PT voids application in ePlans and permitting system. Otherwise PT perform the Screening Review task same day.
- 11.0 PT rejects incomplete submissions. If applicant does not complete the Screening Corrections Resubmit task within five (5) business days from the date the task is send to the applicant to correct deficiencies, PT voids application in ePlans and permitting system.
- 12.0 After PT has accepted the submission, BPA performs the Building Screening Review task. If approved, PT assigns Department PreReview tasks to Zoning Administrator and Well and Septic Reviewer, if required. If not approved, BPA sends Building Screening Corrections Resubmit task to applicant. If applicant does not

complete this task within five (5) business days from the date the task is send to the applicant to correct deficiencies, BPA asks PT to void application in ePlans and permitting system.

- 13.0 Zoning Administrator (ZA) assigns the Zoning Review task to a ZPSS who will perform the task the same day. ZPSS enters the review results in permitting system immediately.
- 14.0 Well and Septic reviewer performs Well and Septic Review task, if required, the same day. Reviewer enters the review results in permitting system immediately.
- 15.0 If both Zoning Review and Well and Septic Reviews are approved, PT assigns the Begin Review task to BPA who will assign the Building Review task to electrical plan reviewer. If not approved, applicant is notified in writing to perform the Department PreReview Resubmit task. If applicant does not complete this task within five (5) business days from the date the task is send to the applicant to correct deficiencies PT voids application in ePlans and permitting system.
- 16.0 If Building Review task is approved, go to item 18. If not approved, reviewer notifies the applicant about deficiencies. If applicant does not complete Building Review Resubmit task within five (5) business days from the date the task is send to the applicant to correct deficiencies, BPA asks PT to void application in ePlans and permitting system.
- 17.0 If same type of review (Screening, Building Screening, Zoning, DepartmentPreReview, Building, PreApprovalQA) is denied twice for an application, application will be voided. An applicant who reaches three (3) voided permits in a year will be excluded from this program.
- 18.0 PT performs the PreApproval QA task and marks it Approved if possible. If not possible, PT marks the review Denied and applicant is notified in writing about deficiencies, PreApprovalQAResubmit task. If applicant does not complete this task within five (5) business days from the date the task is send to the applicant to correct deficiencies, PT voids application in ePlans and permitting system.
- 19.0 If PT approves Preapproval QA task and all permit conditions are met in permitting system, PT batch stamps the plans.
- 20.0 ePlans informs applicant (via email) that permit is ready for issuance. If the customer does not pick up the permit and pay any additional fees due within five (5) business days of notification the permit will be voided and the applicant will have to reapply. Any fees paid under the voided permit will not be credited to a new permit.
- 21.0 Applicant must apply online for the electrical permit.

Date
9.17.2018

Chief Operations Officer

