



**Montgomery County
Department of Permitting Services**

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ADMINISTRATIVE/OPERATING PROCEDURE

<p>Year 2018</p>	<p>Procedure Permit and Revision Application and Plan Review for Residential Refer-back Rooftop Solar Panels Installations (RRSP)</p>
<p><u>Purpose</u></p> <p>1.0 To specify requirements and procedures for expediting processing applications for RRSP Building and Electrical Permits. Applications for electrical permits qualify for this process if service size is no larger than 200 amps and has maximum 40-amp overcurrent device, the arrays for the entire system have a maximum output of 10KW (10,000watts), and there are no taps ahead of the main disconnecting means.</p>	
<p><u>General</u></p> <p>2.0 RRSP projects require two type of permits: Residential Building and Electrical.</p> <p>3.0 Applicant submits permits applications through the ePermits and ePlans. Both residential and electrical permit application MUST reference the model electric permit number (IA).</p> <p>4.0 Model electrical permit submissions must comply with items 12.0 to 15.0 of this Administrative Procedure.</p> <p>5.0 RRSP construction drawings must be digitally signed (encrypted digital signature) and sealed by a Maryland licensed structural engineer.</p> <p>6.0 Adequate applications will be processed within three (3) business days.</p> <p>7.0 PTs – Permit Technicians processing building permits.</p> <p>8.0 BPA - Building Plan Review Administrator</p> <p>9.0 ZA - Zoning Administrator</p> <p>10.0 ZPSS – Zoning Plan Review Specialist</p>	
<p><u>Policy</u></p> <p><u>Permits Processing</u></p> <p>11.0 The initial application to establish an MODEL ELECTRICAL PERMIT NUMBER - INITIAL APPLICATION (IA) in INFOR - requires that the electrical design shall specify a service size no larger than 200 amps and a maximum 40-amp overcurrent device. The arrays for the entire system shall have a maximum output of 10KW, (10,000 watts), and they shall have no taps ahead of the main disconnecting means. The plans shall specify the range and types of inverters that can be utilized within the system design as well as the types of modules (solar panels) along with cut sheets and model numbers. Clear drawings showing the number of arrays and the line diagram of the wiring and grounding requirements shall be provided.</p> <p>12.0 Signed letter of certification from the electrical engineer or master electrician shall be included in the permit submittal.</p>	

- 13.0 This initial submittal will establish the MODEL ELECTRICAL PERMIT NUMBER (IA) to be referenced in subsequent permit submissions for building and electrical permits.
- 14.0 Obtain the model electrical permit number (IA).
- 15.0 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.
- 16.0 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.
- 17.0 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.
- 18.0 Zoning Administrator assign the Zoning Review task to a ZPSS who will perform the task the same day. ZPSS enters the review results in permitting system immediately.
- 19.0 Well and Septic reviewer performs Well and Septic Review task, if required, the same day. Reviewer enters the review results in permitting system immediately.
- 20.0 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 a plan reviewer. Plan reviewer will waive this review and PT is assigned the PreApproval QA task. 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.
- 21.0 If same type of review (Screening, Building Screening, Zoning, DepartmentPreReview, 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.
- 22.0 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.
- 23.0 If PT approves Preapproval QA task and all permit conditions are met in permitting system, PT batch stamps the plans.
- 24.0 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.
- 25.0 Applicant must apply online for the electrical permit referring back to the model electric permit (IA).

Date
9.17.2018

Chief Operations Officer

Scott K. Maxwell