



Village of Van Buren, Ohio

Solar Permit Application

Attention: *Zoning Inspector, P. O. Box 275, Van Buren, OH 45889*
Phone (419) 299-3234 or email vanburenoh@gmail.com

THIS APPLICATION MUST BE COMPETED! LACK OF INFORMATION OR DETAILS ON PLANS WILL RESULT IN THE APPLICATION NOT BEING PROCESSED!

Always call OUPS/811 before digging!

Submit one (1) COMPLETE set of to-scale horizontal and vertical (elevation) drawings showing the location of the system on the building or property, including property lines. For flat roof mounted systems, the drawings shall show the distance to the roof edge and any parapets on the building and shall identify the height of the building on the street frontage side, the shortest distance of the system from the street frontage end of the building, and the highest finished height of the solar collector above the finished surface of the roof. For all roof-mounted systems other than a flat roof, the elevation drawing must show the highest finished slope of the solar collector and slope of the finished roof surface on which it is mounted,

Address of property: _____

Lot number and Subdivision name: _____

Owners Name: _____ Contractor's Name: _____

Address: _____ Address: _____

City, State, Zip: _____ City, State, Zip: _____

Phone: _____ E-Mail: _____

Is this an accessory system? ☐ Yes / ☐ No

Is this a principal power system? ☐ Yes / ☐ No

Is this roof mounted or able to be? ☐ Yes / ☐ No

Is the installer on the Ohio Public Utilities Commission approved List? ☐ Yes / ☐ No

Is the solar energy system mounted on a principal building? ☐ Yes / ☐ No

Is this an off-grid system (Interconnected customer-owned generators shall provide written authorization that the public utility company has been informed of the customer's intent to install an interconnected customer-owned generator and approves of such connection)? ☐ Yes / ☐ No

Is the accessory solar energy system designed and located in order to prevent reflective glare towards any inhabited structure on adjacent properties and adjacent street rights-of-way? ☐ Yes / ☐ No

Home Owner _____ Contractor _____



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- ☐ Request a pre-construction meeting with the Village of Van Buren's Zoning Inspector, the homeowner, and the building contractor to review solar project and time frames as anticipated.
- ☐ Review the provisions as applicable in accordance with Van Buren Integrated Zoning Code and Land Use Plan Ordinance 783 (Amended July 14, 2015) at can be found on www.vanburenohio.org.
- ☐ Obtain the appropriate permit application on-line at www.vanburenohio.org.
- ☐ Complete the permit application and send to Village of Van Buren, Atten: Zoning Inspector, P. O. Box 275, Van Buren, OH 45889 along with the required [application fees](#) amount. The permit is normally issued within 48-96 hours if there are no conflicts.
- ☐ Additional copies of the permit will be available on request provided appropriate contact information is provided. The original building permit (normally orange in color) will be provided to either the general contractor or the applicant as stipulated on the application. This permit MUST be displayed and visible from the street frontage at the construction site until the project is completed. Failure to comply with this requirement will result in a "stop work order" being issued.
- ☐ Provide the Manufacturer's solar energy system specification/cut sheets including the name of the manufacturer and model of the solar energy system
- ☐ Solar panels shall only be permitted as a rooftop installation.
- ☐ The roof mounted solar energy equipment shall not exceed the maximum building height for the residential zoning district where it is located, and shall be installed in compliance with the applicable Building Code and manufacture installation specifications.
- ☐ In addition, the roof mounted solar energy equipment must be installed within the actual boundaries or edges of the roof area, cannot overhang any portion of the edge of the roof, except exterior piping for solar hot water systems shall be allowed to extend beyond the perimeter of the building on a side yard exposure and shall follow the follow the existing roof pitch.
- ☐ Ground mounted solar energy equipment shall not be permitted.
- ☐ Rooftop installations must not interfere with any roof penetrations (e.g., plumbing, vents, chimneys) or operation of plumbing fixtures protruding from the rooftop level.
- ☐ One (1) solar energy system per lot.
- ☐ The solar project must be completed within 180 Days of the permit issuance date. If additional time is needed, an extension request must be filed. Contact the Zoning Inspector via. email at vanburenoh@gmail.com to request the extension and any other issues during the construction process.

Home Owner _____ Contractor _____ Zoning Inspector _____