

Solar Panel Application Guide

Solar Photovoltaic (PV) Panels

A building permit is required for:

- installing solar PV panels
- installing solar hot water heating
- alterations to an existing solar panel installation
- refer to tol.ca/building for information on other projects requiring a permit

Application

Solar photovoltaic (PV) panel permit applications are now accepted online at tol.ca/buildingpermits. Submitting your application digitally is convenient and allows for a faster application process. If you require assistance with submitting your online application, please contact Permits, Licences and Inspections.

The applicant must provide:

- a Building Permit Application form and checklist, completed and signed
- site plan showing the location of the proposed solar panel(s)
- structural drawings signed and sealed by a Structural Engineer
- Schedule B – signed and sealed by a Professional Engineer for structural
- details of the solar panel installation, components and specifications

A separate electrical permit is required from Technical Safety BC for all solar panel installations.

All components of the system must be CSA approved and all works must be conducted by qualified contractors.

Drawings

All plans and information submitted must be of an appropriate scale with sufficient detail to establish compliance with the building code and the bylaws of the Township of Langley. If you are unable to draw appropriate plans, then you must obtain the services of a qualified person.

Structural drawing must include:

- total kilowatt (kW) system rating
- solar panel loads and anchoring details

Drawings may be submitted in metric or imperial scale.

Site Plan

- lot shape, size and dimensions
- location and number of proposed solar panels
- all buildings
- driveway location

Additional information may be requested during the processing of the Building Permit application.

Building Permit Application Process

Once compliance with municipal bylaws and other enactments has been demonstrated, a building permit may be issued following receipt of payment of the appropriate fees and bonds. The issuance of the permit may be delayed depending on:

- volume of applications
- completeness of the application
- approvals from other departments and outside agencies

Prior to Issuance

Following the submission of the building permit application but prior to issuance, additional items or inspections may be required, including but not limited to the following:

- contractor must obtain a valid business licence to work in the Township of Langley
- no work shall be commenced or undertaken without a permit first being obtained from the Permits and Inspections department
- freestanding solar panel installation will be reviewed by the Fire Department for access

Inspections

During the construction period, the following activities must take place.

- Inspections must be requested by owner, builder or agent.
- All work being inspected must be complete and ready prior to inspection.
- The street address and permit card must be posted in a visible location on the site.
- Approved permit drawings must be available on-site for all inspections.
- Final documentation (including final approval from Technical Safety BC) must be submitted a minimum of 48 hours prior to final inspection.

No person may install solar panels without a valid building permit. All solar panels require an accepted final inspection and must be authorized by the Building Inspector in writing.

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