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ADMINISTRATIVE/OPERATING PROCEDURE

Year -	Procedure
2016	Permit 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 type of permits: Residential Building and Electrical

3.0 RSP construction drawings must be signed and sealed by a Maryland licensed structural engineer. A Maryland licensed electrical engineer or Master electrician must sign and seal electrical plans. Electronic submissions must be digitally signed as required by the state.

4.0 Adequate applications will be processed within seven (7) business days.

5.0 Each applicant is allowed maximum five (5) hardcopy applications per day.

6.0 RCIPT – Permit Technician processing building permits

7.0 CMA - Customer Management Application

8.0 BPA - Building Plan Review Administrator

9.0 ZA - Zoning Administrator

10.0 ZPSS – Zoning Plan Reviewer

11.0 BCSP – Building Construction Solar Panels bin

Policy

Permits Processing – Hardcopies

12.0 Information Counter staff will place the applicant in the Solar queue of CMA. The information in the purpose box must include that this is a rooftop solar panel (RSP) submission. RCIPT monitors this list and works with applicants to create the residential building permit in permitting system. Incomplete permit packages will be rejected.

13.0 When the RCIPT has accepted the application package and created the permit in permitting system, RCIPT

will put the applicant in the Zoning ePlans Review queue of CMA for zoning review. The second set of drawings will have all staples removed and each sheet of each set will have the permit number stamped on it for processing by document imaging.

14.0 The Zoning Manager will assign the plans to a ZPSS to perform the zoning review.

15.0 RCIPT will then route the plans to BRB for the Building Plan Reviewer to complete the building reviews. Senior Building Permitting Services Specialist (BPSS) assigns Architectural and Structural reviews to a building plan reviewer next business day. After the building reviews are approved the plan reviewer will track application to BCSP for electrical plan review.

16.0 The electrical plan reviewer reviews the application and after the electrical review is approved will place at least one stamp on the cover page indicating that the electrical review is approved. Then plan reviewer will track application to Solar Only PUBF1 bin.

17.0 If building or electrical review is not approved, reviewer notifies in writing the applicant about deficiencies. If applicant does not respond within five (5) business days from notification date, reviewer asks RCIPT to void application.

18.0 If same type of review 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.

19.0 The RCIPT will inform applicant that building permit is ready for issuance and remind applicant to obtain electrical permit online. 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. Fees paid under the voided permit will not be credited to a new permit.

20.0 RCIPT will issue the permit and plan track first set of drawings to CUST bin and the second to DIB1 wherefrom imaging staff will process it for electronic storage.

21.0 Applicant must apply online for the electrical permit.

Permits Processing – ePlans

22.0 Applicant submits permit applications through the ePermits and ePlans.

23.0 If applicant does not complete Applicant Upload task (upload the required documents) within five (5) business days from permit creation, RCIPT voids application in ePlans and permitting system. Otherwise RCIPT perform the Screening Review task same day.

24.0 RCIPT 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, RCIPT voids application in ePlans and permitting system.

25.0 After RCIPT has accepted the submission, BPA performs the Building Screening Review task. If approved, RCIPT 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 RCIPT to void application in ePlans and permitting system.

26.0 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.

27.0 Well and Septic reviewer performs Well and Septic Review task, if required, the same day. Reviewer enters the review results in permitting system immediately.

28.0 If both Zoning Review and Well and Septic Reviews are approved, RCIPT 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 RCIPT voids application in ePlans and permitting system.

29.0 If Building Review task is approved, go to item 31. 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 RCIPT to void application in ePlans and permitting system.

30.0 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.

31.0 RCIPT performs the PreApproval QA task and marks it Approved if possible. If not possible, RCIPT 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, RCIPT voids application in ePlans and permitting system.

32.0 If RCIPT approves Preapproval QA task and all permit conditions are met in permitting system, RCIPT batch stamps the plans.

33.0 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.

34.0 Applicant must apply online for the electrical permit.

Date	**Chief Operations Officer**
9.6.2016	