



Residential Solar Energy Checklist

Apply Online: Citizenserve.com/Fridley

Before You Begin

Verify you have completed the following:

-  **Determine your solar potential:** Ensure that solar is the right fit for your home by visiting the Minnesota Solar Suitability App. Visit mn.gov/SolarApp for more information.
-  **Talk to your HOA:** If you live in a residence that has a Homeowners Association (HOA), contact your HOA directly to learn if restrictions on solar installation apply.
-  **Identify Financing Opportunities:** To learn more about low-interest loan options, contact the Center for Energy and Environment at (612)-335-5884 or mnlendingcenter.org.

Required Permits

The following City-issued permits are required for solar installations:



| | Attached to Structure | Detached Ground Mount |
|------------------------|-----------------------|-----------------------|
| Building Permit | ✓ | ✓ * |
| Electrical Permit | ✓ | ✓ |
| Special Use Permit | | ✓ |
| Land Alteration Permit | | ✓ |

* Building permit is only required for ground-mount solar if footing is to be installed.

Permits must be obtained prior to the start of any work. All projects must comply with Chapter 3 Section R324 of the 2020 Minnesota Residential Building Code and Article 690 of the 2020 National Electrical Code. Ground Mount installations must receive a special use permit prior to applying for a building or electrical permit. If the Ground Mount installation disturbs more than one acre of land, an NPDES / SDS Construction General Permit may be required from the Minnesota Pollution Control Agency. Visit mn.gov/eligible/ for more information.

Permitting Process and Timeline

All Permit Applications Are Available Online at Citizenserve.com/Fridley

Permit applications are typically completed by your contractor. New Citizenserve users must register for an account on the Fridley Citizenserve portal. To apply for a permit, select the 'apply for a permit' link under the 'Permitting' section. Following submission, permit statuses are available for viewing on your Citizenserve profile page.

Building Permit

To apply for a building permit, select 'apply for a permit.' After reaching the application page, select 'residential building permit' as the application type and 'solar array system' as the subcategory. Provide a brief work description that includes DC and kW numbers in the description text box. Additionally, specify the number of modules. The applicant must then specify in a drop-down box who is applying for the permit. If the contractor is completing the application, they must specify their contractor license number, the type of property, and total job valuation. The applicant must then attach completed engineering plans. Following the submission of the engineering plans, the applicant can submit the completed application.

Engineering plans typically include a stamped letter from the engineering consultant, site plans, general notes, mounting details, structural details, a single line diagram, electrical calculations, warning placards, and spec sheets for the modules, inverters, and mounts.

The building permit review process typically takes 1-10 business days for approval or denial. Building permit application status can be viewed through the profile page on Citizenserve. A final building inspection is required upon project completion. Inspections can be scheduled with staff via the Building Inspections Main Line at 763-572-3604.

A building permit is not required if the applicant is installing a ground mount-based solar system that does not require the installation of any footing.

Electrical Permit

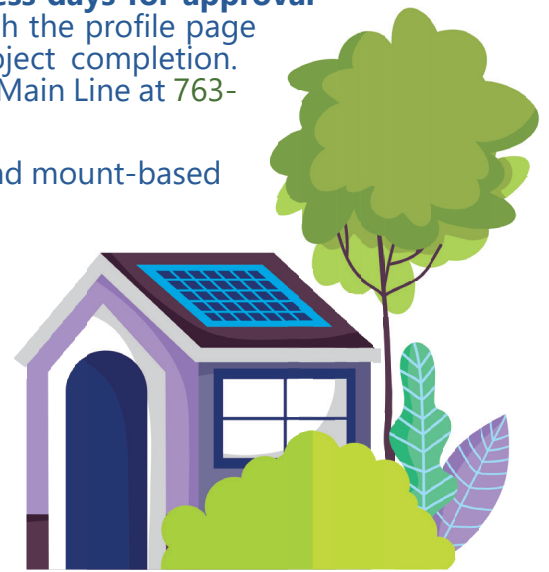
To apply for an electrical permit, select 'apply for a permit.' After reaching the application page, select 'solar electrical permit' as the application type. For the subcategory, select the style of residential building best applicable to your building. Provide a brief work description that includes DC and kW numbers in the description text box. Following the work description, the applicant must specify in a drop-down box who is applying for the permit. If the contractor is completing the application, the contractor's state license number and the project wattage must be provided.

The electrical permit review process typically takes 1-10 business days for approval or denial. Electrical permit application status can be viewed through the profile page on Citizenserve.

A final electrical inspection is required upon project completion. Inspections can be scheduled by calling Electrical Inspector Robert Clauson at 651-777-7885 on weekdays, 7:00-8:30 AM.

Special Use Permit (*Ground Mount Only*)

Prior to beginning the special use permit application process, applicants are strongly encouraged to talk to Planning Staff. Applicants should also consider prior to applying how the project may impact adjacent properties and if it is possible to mitigate such impacts. Possible mitigation measures should also be included in the site plans and may include screening, vegetation management, and fencing type. When developing a narrative for the special use permit application, consider including descriptions of planned mitigation measures.



To apply for a special use permit, go to fridleymn.gov/Land-Use and select the 'apply online' link under the special use permit section. After opening the application, provide a brief project description that explains what project you are planning and why. Following the description, input the project address and read the provided government data practices information. To complete the application, ensure that a detailed written narrative explaining the request and certificate of survey are provided. Word and PDF files are accepted. To finalize the application, complete the verification section and provide an electronic signature.

Following the application's submission, staff from the Planning, Engineering, Assessing, Fire, and Police Departments review all submitted materials. Impacts to adjacent properties are discussed, and if the application is complete, stipulations are developed. Under Minnesota State Statute 15.99, the City of Fridley must determine if the application is complete within 15 days. If the application is incomplete, staff will return it for completion.

Upon the application being deemed complete, a public hearing is scheduled in front of the planning commission. A mailing list of all properties within a 350 ft. radius of the property is then created and a notice of request is sent to each respective property. Approximately four weeks are present between the application due date and Planning Commission meeting.

Applications must be submitted on specific application dates; these are typically mid-month. A list of due dates are available at fridleymn.gov/Land-Use.

Special use permits must undergo an initial hearing at a Planning Commission meeting and be officially approved by the City Council at a City Council meeting. Prior to the Planning Commission meeting, a staff report that includes recommended stipulations and an accompanying staff recommendation is written.

State Statute 15.99 requires that the City must approve or deny any complete land use application within 60 days. unless an extension is granted.

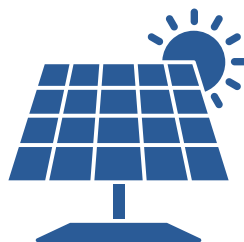
Land Alteration Permit (*Ground Mount Only*)

Land use alteration permits can be applied for entirely on Citizenserve. Applications vary considerably by project; however, all applications should include a brief description of the work to be done and attach any relevant plans. For assistance in applying for a land alteration permit, contact the City of Fridley Engineering Department at 763-572-3554.

NPDES / SDS Construction Stormwater General Permit (*Ground Mount Sites Larger Than 1 Acre Only*)

National Pollutant Discharge Elimination System (NPDES) and State Disposal System (SDS) permits are required for any ground-mount solar system installations that disturb more than 1 acre of land. To obtain a permit, a stormwater pollution prevention plan is required.

Please note that the NPDES / SDS Construction Stormwater General Permit is issued by the Minnesota Pollution Control Agency, not the City of Fridley. To learn more about the permit requirements and apply online, visit mn.gov/elicense/ and select 'Browse for licenses by agency.' After doing so, navigate to the Minnesota Pollution Control Agency page and select 'NPDES / SDS Construction Stormwater General Permit.'



Fee Structure

Building Permit

The building permit fee is based off the total job valuation (including labor and materials). To calculate the permit fee, see the table below:

| Total Value | Fees |
|--------------------------|--|
| \$1 to \$500 | \$23.50 + surcharges |
| \$501 to \$2,000 | \$23.50 for first \$500, additional \$3.05 for each \$100 or fraction, to and including \$2,000 + surcharges |
| \$2,001 to \$25,000 | \$69.25 for first \$2,000, additional \$14.05 for each \$1000 or fraction, to and including \$2,000 + surcharges |
| \$25,001 to \$50,000 | \$391.25 for first \$25,000, additional \$10.10 for each \$1000 or fraction, to and including \$50,000 + surcharges |
| \$50,001 to \$100,000 | \$643.75 for first \$50,000, additional \$7 for each \$1000 or fraction, to and including \$100,000 + surcharges |
| \$100,001 to \$500,000 | \$993.75 for first \$100,000, additional \$5.60 for each \$1000 or fraction, to and including \$500,000 + surcharges |
| \$500,001 to \$1,000,000 | \$3,233.75 for first \$500,000, additional \$4.75 for each \$1000 or fraction, to and including \$1,000,000 + surcharges |
| \$1,000,001 and Up | \$5,608.75 for first \$1,000,000, additional \$3.15 for each \$1000 or fraction + surcharges |

Surcharges

License Surcharge - \$5.00 - charged when a contractor is performing the work

Fire Surcharge - 0.001 multiplied by total job valuation

State Surcharge - 0.0005 multiplied by total job valuation; minimum \$1

Plan Check Fee - 65% of building permit fee

Electrical Permit

| Solar Photovoltaics (PV) System Rating | Inspection Fees |
|---|---|
| 0 to 5000 Watts (5 kW) | \$60 |
| 5,001 to 10,000 Watts (5 kW to 10 kW) | \$100 |
| 10,001 to 20,000 Watts (10 kW to 20 kW) | \$150 |
| 20,001 to 30,000 Watts (20 kW to 30 kW) | \$200 |
| 30,001 to 40,000 Watts (30 kW to 40 kW) | \$250 |
| 40,001 Watts and Above (>40 kW) | \$250 + \$25 for each additional 10,000 Watts |

The watt rating is the total estimated alternating current (AC) energy output of the solar system. The total DC energy output is not used.

The solar PV inspection fees shall include inverters, modules, panels, combiners, converters, charge controllers, disconnecting means and electrical conductors between the inverter and the panelboard for stand-alone solar PV systems, or the conductors between the inverter and the service equipment or other power production, distribution and utilization system, such as a utility system and its connected loads, that is external to and not controlled by the solar PV power system.

In addition to the basic solar PV inspection fees, additional inspection fees may be applicable on large-scale projects for the inspection of additional electrical infrastructure between the inverter output circuit and the electrical production and distribution network. **Fees are doubled if work begins before the permit is issued.**

Special Use Permit (*Ground Mount Only*)

Special Use Permits require a flat fee based on zoning classification of the property:

R1 - Single Family Residential - \$1,000

Commercial, Industrial, and Multifamily Residential - \$1,500

Land Alteration Permit (*Ground Mount Only*)

Land Alteration Plan-Checking Fees

| Site Size | Fees |
|-----------------------------|--|
| 50 Cubic Yards or Less | No Fee |
| 51-100 Cubic Yards | \$23.50 |
| 101-1,000 Cubic Yards | \$35.00 |
| 1,001-10,000 Cubic Yards | \$49.25 |
| 10,001-100,000 Cubic Yards | \$49.25 for the first 10,000 cubic yards, plus \$24.50 for each additional 10,000 cubic yards or fraction thereof |
| 100,001-200,000 Cubic Yards | \$269.75 for the first 10,000 cubic yards, plus \$13.25 for each additional 10,000 cubic yards or fraction thereof |
| 200,001 Cubic Yards or More | \$402.25 for the first 10,000 cubic yards, plus \$7.25 for each additional 10,000 cubic yards or fraction thereof |

Land Alteration Grading Permit Fees

| Site Size | Fees |
|-----------------------------|--|
| 50 Cubic Yards or Less | \$40.00 |
| 51-100 Cubic Yards | \$47.50 |
| 101-1,000 Cubic Yards | \$47.50 for the first 100 cubic yards, plus \$10.50 for each additional 100 cubic yards or fraction thereof |
| 10,001-100,000 Cubic Yards | \$49.25 for the first 10,000 cubic yards, plus \$24.50 for each additional 10,000 cubic yards or fraction thereof |
| 100,001-200,000 Cubic Yards | \$269.75 for the first 10,000 cubic yards, plus \$13.25 for each additional 10,000 cubic yards or fraction thereof |

Permit Expirations

Building Permits - Building Permits expire 180 days after the issue date.

Electrical Permit - Electrical Permits expire 12 months from the issue date.

Special Use Permits - Special Use Permits become permanent property rights following enactment. Any work that accompanies enactment must begin within 12 months.

Land Alteration Permits - Land Alteration Permit expirations vary by project.

Questions?

Building Permit Inspections

**Building Inspections
Main Line**
763-572-3604

Electrical Permit Inspections

Robert Clauson
Electrical Inspector
651-777-7885

General Solar Information

Rachel Workin
Environmental Planner
763-572-3594

Land Alteration Permits

Beth Kondrick
Administrative Assistant
763-572-3554

Special Use Permits

Planning Division
763-572-3593 or
763-572-3595

