The following checklist should be submitted with your plans. Please mark each item to verify it is part of your submittal. You will be contacted within 24 hours if your application is missing information. Otherwise, plans are reviewed and the permit will be issued within three business days.

**Plan Submittal Requirements- COMMERCIAL**

- 3 full sets of stamped plans plus an 11X17 reduced set.
- Site Plan showing location of all solar thermal panels.
- Colored elevations
- Written approval from KCP&L for customer to install a connected solar system.
- Manufacturer’s specifications and installation instructions including weight of panels & mounting hardware.

**If roof mounted:**
- Structural engineer’s report (signed & sealed) stating roof is capable of sustaining additional weight loads.
- City Council approval may be necessary.

**If ground mounted:**
- Must meet all setback requirements
- City Council approval may be necessary.
- All electrical lines from array must be in conduit and underground.
- Shall be fenced/screened from the public right-of-way.
- A site visit may be required before permit can be issued.

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**Plan Submittal Requirements- RESIDENTIAL**

- 3 sets of Site Plans showing location of all solar thermal panels.
- Photo of location where solar panels will be located.
- Written approval from KCP&L for customer to install a connected solar system.
- Manufacturer’s specifications and installation instructions including weight of panels & mounting hardware.

**Additional Requirements:**
- Must meet all setback requirements
- A site visit may be required before permit can be issued.
- Signed & sealed structural engineer or licensed architect’s report (roof-mounted only)
- All electrical lines from array must be in conduit and underground. (ground-mounted only)