

PROJECT INFORMATION

ASTERISK COLOR CODE KEY

* = Required Field * = Account Preference

HOMEOWNER INFORMATION

First Name:*

.....

Last Name:*

.....

Address:*

.....

City, State, Zip:*

.....

Project's Assessor's Parcel #:

.....

CONTRACTOR INFORMATION

Company Name:*

.....

Phone:*

.....

Address (Street, City, State, Zip):*

.....

License Numbers:*

.....

PROJECT MANAGER

First Name:*

.....

Last Name:*

.....

Phone:*

.....

Application Type:*

Please select the appropriate racking application types.

☐ Tilt-Up ☐ Flush-Mount ☐ Integrated Racking☐ Flat Roof (Use 2b on pages 8 and 9 instead)☐ Ground Mount (Use 2c on pages 10 and 11 instead)Do you require a Bill of Materials in your plan set?*☐ Yes ☐ NoDo you require Equipment
Elevation drawing on your plans?*☐ Yes ☐ No

AHJ INFORMATION

AHJ Name:*

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Utility Name:*

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Special AHJ/Utility Requirements (If Known)

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Snow & Wind Loads (If Known)

Snow Load:

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Wind Load:

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Project (Site) Photos Checklist:Photos will be used to understand site conditions and project site and are **essential to generate an accurate permit package.**☐ Utility Meter Location (Zoomed out View)*☐ Main Service Panel Location*☐ Close-up of Main Service Panel Label*☐ Close-up of Main Breaker☐ Close-up of Main Breaker Label☐ Sub-Panel Main Breaker (If used)☐ Sub-Panel Location (If used)☐ Subpanel Location (If used)☐ Close-up of Sub-Panel Breaker Label☐ Proposed Inverter Location (Zoomed out View)☐ Array Location(s) (if possible)☐ Entire Roof with Obstructions (If possible)☐ Ground Mount Location (If applicable)☐ Rafter/Truss Size and Spacing
(Show tape measure in photo if possible)☐ Attic Space - Show existing roof rafter/truss for each
roof structure (Show tape measure if possible)*

ARRAY 1 - PITCHED ROOF APPLICATIONS

PITCHED ROOF & STRUCTURAL INFO

Roof Material:*

Please select the appropriate roof material from the options below.

☐ (Asphalt) shingles	☐ Standing Seam Metal
☐ Corrugated Metal	☐ Clay S-Tile
☐ Flat Tile	☐ Rubber Membrane
☐ Wave Tile	☐ Other: _____
☐ Wood Shake	

Layers of Roof Material

☐ One ☐ Two

Structure Type:*

Please select the appropriate Structure Type from the options below.

☐ Truss (Wood) 	☐ Knee Wall + Collar Tie 
☐ Metal Beam Supported	☐ Collar Tie (Wood) 
☐ Interior bearing wall (Wood) 	☐ Single Span Rafter (Wood) 
☐ Purlins 	☐ Wood Supported Strut
☐ Knee Wall 	☐ Steel Frame

Rafter Size:*

☐ 2x4 ☐ 2x6 ☐ 2x8 ☐ 2x10 ☐ Other: _____

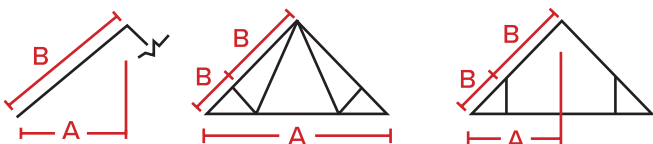
Rafter Spacing:*

Please select the typical distance between each rafter (in inches):

☐ 12" ☐ 14" ☐ 16" ☐ 24" ☐ 48" ☐ Other: _____

Roof Structure Measurements:*

A: _____ B: _____



RACKING INFO

Attachment Type:*

☐ Flashed L-Foot ☐ Tile Hook ☐ Standoff
☐ Integrated into Racking ☐ Standing Seam Clamp
☐ CorruBracket ☐ Other: _____

Racking Manufacturer:*

Racking Model:*

Attachment Manufacturer:*

Attachment Model:*

Maximum Rail Span:*

Please select the default maximum distance between mounting points across the rail layout used for this project.

☐ 16" ☐ 24" ☐ 32" ☐ 48" ☐ 72" ☐ 96" ☐ Other: _____

Pitch (Degrees):*

Azimuth(s):*

ARRAY 2 - PITCHED ROOF APPLICATIONS (Only if roof structure is different)

PITCHED ROOF & STRUCTURAL INFO

Roof Material:*

Please select the appropriate roof material from the options below.

☐ (Asphalt) shingles	☐ Standing Seam Metal
☐ Corrugated Metal	☐ Clay S-Tile
☐ Flat Tile	☐ Rubber Membrane
☐ Wave Tile	☐ Other: _____
☐ Wood Shake	

Layers of Roof Material

☐ One ☐ Two

Structure Type:*

Please select the appropriate Structure Type from the options below.

☐ Truss (Wood) 	☐ Knee Wall + Collar Tie 
☐ Metal Beam Supported	☐ Collar Tie (Wood) 
☐ Interior bearing wall (Wood) 	☐ Single Span Rafter (Wood) 
☐ Purlins 	☐ Wood Supported Strut
☐ Knee Wall 	☐ Steel Frame

Rafter Size:*

☐ 2x4 ☐ 2x6 ☐ 2x8 ☐ 2x10 ☐ Other: _____

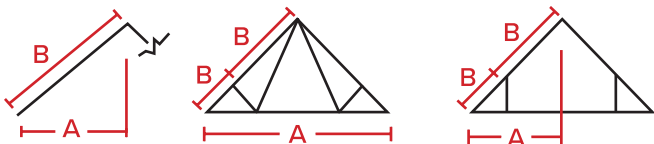
Rafter Spacing:*

Please select the typical distance between each rafter (in inches):

☐ 12" ☐ 14" ☐ 16" ☐ 24" ☐ 48" ☐ Other: _____

Roof Structure Measurements:*

A: _____ B: _____



RACKING INFO

Attachment Type:*

☐ Flashed L-Foot ☐ Tile Hook ☐ Standoff
☐ Integrated into Racking ☐ Standing Seam Clamp
☐ CorruBracket ☐ Other: _____

Racking Manufacturer:*

Racking Model:

Attachment Manufacturer:*

Attachment Model:*

Maximum Rail Span:*

Please select the default maximum distance between mounting points across the rail layout used for this project.

☐ 16" ☐ 24" ☐ 32" ☐ 48" ☐ 72" ☐ 96" ☐ Other: _____

Pitch (Degrees):*

Azimuth(s):*

ELECTRICAL INFORMATION

NEW EQUIPMENT INFORMATION

Module Manufacturer & Model Number:*

Module Manufacturer:

Model Number:

Quantity:

String/Micro Manufacturer & Model Number:*

Inverter Manufacturer:

Model Number:

Quantity:

Optimizer Manufacturer & Model Number (If Applicable):

Optimizer Manufacturer:

Model Number:

Quantity:

Inverter DC Disconnect Options (If Applicable):*

- ☐ Utilize Integrated DC Disconnect
- ☐ Utilize Standalone DC Disconnect (Rooftop or Ground Array)

Standalone DC Disconnect Location (If Used):

1. ☐ Exterior ☐ Interior
2. ☐ House ☐ Garage ☐ Barn ☐ Pole Mounted
☐ Rooftop ☐ At Ground Array
☐ Other:
3. ☐ North ☐ South ☐ East ☐ West
☐ NE ☐ NW ☐ SE ☐ SW

Inverter Location:*

Please select intended location of inverter and electrical equipment.

1. ☐ Exterior ☐ Interior
2. ☐ House ☐ Garage ☐ Barn ☐ Pole Mounted
☐ Other:
3. ☐ North ☐ South ☐ East ☐ West
☐ NE ☐ NW ☐ SE ☐ SW

Wire Transition Enclosure:*

Please select the appropriate wire transition enclosure between modules and inverter.

- ☐ Junction Box ☐ Soladeck ☐ Combiner Box ☐ None

Combining AC Circuits:*

Select how to combine the inverter(s) AC outputs. Multiple inverters or micros only.

- ☐ Soladeck (Rooftop) ☐ (N) AC Panel Board
- ☐ Existing Subpanel

Service AC Disconnect:*

Typically the utility requires a lockable utility disconnect for the AC output in case of an emergency or service.

- ☐ Yes ☐ No

Utility Disconnect Location:*

Please describe the Utility Disconnect location.

1. ☐ Exterior ☐ Interior
2. ☐ House ☐ Garage ☐ Barn ☐ Pole Mounted
☐ Next to Utility Meter ☐ Other:
3. ☐ North ☐ South ☐ East ☐ West
☐ NE ☐ NW ☐ SE ☐ SW

PV Revenue Meter:*

Is there a PV Revenue Meter? The Production meter measures and tracks the production for the solar array.

- ☐ Yes ☐ No (Net Meter)

ELECTRICAL INFORMATION (Continued)

Location of PV Meter:*

Select the location of the PV meter in reference to the AC disconnect.

- ☐ Between inverter and disconnect
☐ Between disconnect and point of interconnection (MEP, Tap, Etc.)

EXISTING EQUIPMENT INFORMATION

Meter Main Combo?*

- ☐ Yes ☐ No

Main Electrical Panel Rating:*

Write the Bus and main circuit breaker rating.

Bus Rating (amps):

.....

Main Breaker Rating (amps):

.....

Are there spaces available in the panel?

.....

Main Breaker Location:*

- ☐ Top-fed ☐ Center-fed ☐ Bottom-fed

Main Electrical Panel Location:*

Please select where the Main Electrical Panel is located.

1. ☐ Exterior ☐ Interior
2. ☐ House ☐ Garage ☐ Barn ☐ Pole Mounted
☐ Other:.....
3. ☐ North ☐ South ☐ East ☐ West
☐ NE ☐ NW ☐ SE ☐ SW

(N)ew Main Breaker Derating or Panel Upgrade:

Write the new ratings that the main breaker will be derated to.

Bus Rating (amps):

.....

Main Breaker Rating (amps):

.....

Interconnection Strategy:*

Please select the appropriate interconnection strategy from the choices below: Panel upgrades or choose "Backfeed Breaker".

- ☐ Backfeed Breaker ☐ Derate Main Breaker
☐ Line Side Tap ☐ Load Side Tap

Interconnection Location*

Please select the electrical location the tap will occur.

☐	Existing Main Electrical Panel (MEP)	☐	New Tap Box
☐	Existing Meter	☐	Automatic Transfer Switch (ATS)
☐	New Sub-Panel	☐	Existing Sub-Panel
☐	Renewable Meter Adapter (RMA) at Meter	☐	New Main Electrical Panel Upgrade

(E)xisting Meter Location:*

1. ☐ Exterior ☐ Interior
2. ☐ MEP Location ☐ Pole Mounted
☐ Other:.....
3. ☐ North ☐ South ☐ East ☐ West
☐ NE ☐ NW ☐ SE ☐ SW

*Location of the Pole in relation to the house:

*For pole mounted utility meters and main electrical panels.

Cardinal Direction:

.....

Distance:

.....

Utility Entrance:*

- ☐ Overhead ☐ Under Ground

Existing Electrical Grounding:*

Current or Original Bond of existing electrical system?
Please select from the options below.

- ☐ Ground Rod ☐ Ufer ☐ Cold Water Pipe

Project Notes & Special Requirements:

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ELECTRICAL INFORMATION (Continued)

Array		1	2	3	4	5	6
Module Quantity							
Azimuth °							
Pitch or Tilt							
Shading (Optional)							
Mounting Plane # (From Sketch)							
Rafting Span(s) in Feet (list as necessary)							

Inverter Mfr. & Model #	MPPT	# of Strings	Modules/ String	# of Strings	Modules/ String	# of Strings	Modules/ String	# of Strings	Modules/ String	# of Strings	Modules/ String	# of Strings	Modules/ String
	1												
	2												
	1												
	2												
	1												
	2												
	1												
	2												

Please list plan for stringing modules under each array. Indicate if arrays are to be combined on a given string.

***Important NOTE:** If the next selection below (String Design) is "Designer's Discretion" then the inverter table above does NOT need to be filled out.

Sales Sketch:*

A rough sketch or drawing of the solar panel layout on the project residence or site including roof measurements where possible and plan for equipment locations from the provided key. This sketch will be used to create the base site plan and array layout.

- ☐ I placed the modules on the roof sketch below
- ☐ I want the designer to place the modules
- ☐ The Sales Sketch is attached as a separate document

I

DC/AC INVERTER

PNL

AC PANELBOARD

S

AC DISCONNECT

DSW

DC DISCONNECT

UM

(E) UTILITY METER

V

PV REVENUE METER

MEP

MAIN ELECTRICAL PANEL

JB

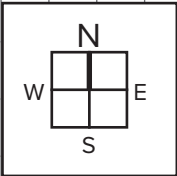
JUNCTION BOX

M1

MODULE #

X

ROOF OBSTRUCTION



ARRAY 1 - FLAT ROOF APPLICATIONS (Only if applicable)

FLAT ROOF & STRUCTURAL INFO

Roof Material:*

Please select the appropriate roof material from the options below.

- ☐ Rubber Membrane
- ☐ Rolled Asphalt
- ☐ Gravel
- ☐ EDPM
- ☐ Duralast
- ☐ Corrugated Metal Roof

Layers of Roof Material

☐ One ☐ Two

Structure Type:*

Please select the appropriate Structure Type from the options below.

- ☐ Truss
- ☐ Single Span Rafter
- ☐ Supported by Metal Beams
- ☐ Supported by Wood Beams

Rafter/Beam Size:*

☐ 2x4 ☐ 2x6 ☐ 2x8 ☐ 2x10 ☐ Other: _____

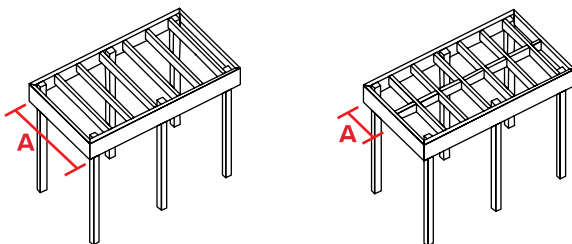
Rafter/Beam Spacing:*

Please select the typical distance between each rafter (in inches):

☐ 12" ☐ 14" ☐ 16" ☐ 24" ☐ 48" ☐ Other: _____

Roof Structure Measurements:*

A: _____



RACKING INFO

Racking Manufacturer:*

Racking Model:*

Attachment Manufacturer:*

Attachment Model:*

Maximum Rail Span:*

Please select the default maximum distance between mounting points across the rail layout used for this project.

☐ 16" ☐ 24" ☐ 32" ☐ 48" ☐ 72" ☐ 96" ☐ Other: _____

Module Orientation:*

☐ Portrait ☐ Landscape

Tilt(s):*

Azimuth(s):*

ARRAY 2 - FLAT ROOF APPLICATIONS (Only if flat roof structure is different)

FLAT ROOF & STRUCTURAL INFO

Roof Material:*

Please select the appropriate roof material from the options below.

- ☐ Rubber Membrane
- ☐ Rolled Asphalt
- ☐ Gravel
- ☐ EDPM
- ☐ Duralast
- ☐ Corrugated Metal Roof

Layers of Roof Material

☐ One ☐ Two

Structure Type:*

Please select the appropriate Structure Type from the options below.

- ☐ Truss
- ☐ Single Span Rafter
- ☐ Supported by Metal Beams
- ☐ Supported by Wood Beams

Rafter/Beam Size:*

☐ 2x4 ☐ 2x6 ☐ 2x8 ☐ 2x10 ☐ Other: _____

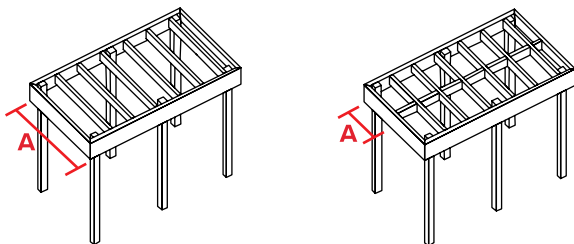
Rafter /Beam Spacing:*

Please select the typical distance between each rafter (in inches):

☐ 12" ☐ 14" ☐ 16" ☐ 24" ☐ 48" ☐ Other: _____

Roof Structure Measurements:*

A: _____



RACKING INFO

Racking Manufacturer:*

Racking Model:*

Attachment Manufacturer:*

Attachment Model:*

Maximum Rail Span:*

Please select the default maximum distance between mounting points across the rail layout used for this project.

☐ 16" ☐ 24" ☐ 32" ☐ 48" ☐ 72" ☐ 96" ☐ Other: _____

Module Orientation:*

☐ Portrait ☐ Landscape

Tilt(s):*

Azimuth(s):*

ARRAY 1 - GROUND MOUNT APPLICATIONS (Only if applicable)

GROUND MOUNT STRUCTURAL INFO

Ground Mount Racking Manufacturer:*

.....

Ground Mount Racking Model:*

.....

Ground Mount Foundation:*

Select the foundation that will be used to secure the poles.

☐	Helical Piling	☐	Concrete Pad Helical Pile
☐	Driven Piling	☐	Concrete Pad Driven Pile
☐	Earth Screw		
☐	Concrete Pad		
☐	Drill & Pour		

Pole Embedment Depth:*

This is how deep in the ground the mounting pole is below grade.

.....

Footing Diameter*

This is how wide the footing is (in inches).

.....

Concrete Depth (If Applicable)

.....

Horizontal Support Spacing in Feet (East/West):

Please input the horizontal distance between the poles.

.....

Inner-Row Support Spacing in Feet (North/South) (If Applicable):

Please input the North/South spacing between poles (if applicable).

.....

Total Number of Legs/Supports:*

.....

Cross Brace? (If Applicable):

☐ None ☐ Horizontal ☐ Diagonal

Module Orientation:*

☐ Portrait ☐ Landscape

Quantity of Module Rows:*

.....

Quantity of Module Columns:*

.....

Tilt(s):*

.....

Azimuth(s):*

.....

Front Clearance:

This is the clearance from the ground to the front of the array.

.....

Rear Clearance:

This is the clearance from the ground to the top of the array.

.....

Setback Requirement from the Property Lines in Feet (If Applicable):

.....

ARRAY 2 - GROUND MOUNT APPLICATIONS (Only if ground mount is different)

GROUND MOUNT STRUCTURAL INFO

Ground Mount Racking Manufacturer:*

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Ground Mount Racking Model:*

.....

Ground Mount Foundation:*

Select the foundation that will be used to secure the poles.

☐	Helical Piling
☐	Driven Piling
☐	Earth Screw
☐	Concrete Pad
☐	Drill & Pour

☐	Concrete Pad Helical Pile
☐	Concrete Pad Driven Pile

Pole Embedment Depth:*

This is how deep in the ground the mounting pole is below grade.

.....

Footing Diameter*

This is how wide the footing is (in inches).

.....

Concrete Depth (If Applicable)

.....

Horizontal Support Spacing in Feet (East/West):

Please input the horizontal distance between the poles.

.....

Inner-Row Support Spacing in Feet (North/South) (If Applicable):

Please input the North/South spacing between poles (if applicable).

.....

Total Number of Legs/Supports:*

.....

Cross Brace? (If Applicable):

☐ None ☐ Horizontal ☐ Diagonal

Module Orientation:*

☐ Portrait ☐ Landscape

Quantity of Module Rows:*

.....

Quantity of Module Columns:*

.....

Tilt(s):*

.....

Azimuth(s):*

.....

Front Clearance:

This is the clearance from the ground to the front of the array.

.....

Rear Clearance:

This is the clearance from the ground to the top of the array.

.....

Setback Requirement from the Property Lines in Feet (If Applicable):

.....