



OFFICE OF COMMUNITY PLANNING  
AND DEVELOPMENT

E-mail: [permits@wbr council.org](mailto:permits@wbr council.org)

Phone: (225) 336-2434

## Solar Panel Permit Initial Requirements

*Properties within city/town of Port Allen, Brusly, Addis limits require **Initiation Forms** signed by the city/town's designee.*

**\$75**

- Solar Panel Permit Application**- Form #004dse (Page 4)
  - **Contractors** listed on the application must be state licensed and registered with WBR Parish. Each contractor must sign their separate permit.  
Solar Panel Contractor: \_\_\_\_\_ State License #: \_\_\_\_\_  
Electrical Contractor: \_\_\_\_\_ State License #: \_\_\_\_\_  
(If needed) Plumbing Contractor: \_\_\_\_\_ State License #: \_\_\_\_\_
- Approved Plat of Property**
  - Obtained from WBR Clerk of Court at (225) 383-0378 (inside courthouse)
- Submit **Solar Panel Plot Plan** (Page 5) of property drawn to scale showing the following:
  - Location of solar panels
  - Disconnect(s)
  - Inverter
  - Electric meter(s)
  - Batteries (if used)
- Electrical Plan** (Riser Diagram)
  - Showing how the system is wired and connected to the buildings electrical system, including:
    - Wire size
    - Type
    - Grounding
    - Over current protection
    - Disconnects
- Copy of **Manufacturer's Specifications** for solar panel and inverter
  - Including ratings and over current protection
- Plumbing Plan** (If needed)
  - Showing the Solar Hot Water System including:
    - Pipe size and type
    - Location of exchange tank
    - Existing/backup water heater
    - Pump
- Contract Agreement** between contractor and landowner.
- Required Inspections Acknowledgement** (Page 3)

By signing this form, you are stating that you understand the above requirements and have submitted the appropriate documentation.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Name



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## Required Inspections Checklist

Inspections will be failed if these procedures are not followed.

Each **re-inspection** will result in a **\$10.00 fee**

Call (225) 336-2434 to schedule inspections.

A 24-hour notice is required.

Order	✓	Inspections*
1		<b>Solar Panel Rough-In</b> <ul style="list-style-type: none"><li>➤ Contractor &amp; WBR's Inspector must be on site during installation &amp; inspection</li><li>➤ Inspection includes looking at:<ul style="list-style-type: none"><li>○ View roof attachment</li><li>○ Rack system</li><li>○ Grounding system</li><li>○ Battery storage</li><li>○ Wiring to inverter</li></ul></li></ul>
2		<b>Solar Panel Final</b> <ul style="list-style-type: none"><li>➤ Contractor must be on site during inspection with WBR's Inspector</li><li>➤ Schedules one all work is complete</li></ul>

\*Not all inclusive on this page. Please reference **2018 International Solar Energy Provision Code** for all requirements.



**Acknowledgement of Required Inspections for Solar Panels**

In the past, our office has seen issues with Solar Panel inspections. Our office will require the homeowner(s) and contractor(s) to have a notarized “Hold Harmless Affidavit” signed stating West Baton Rouge Parish is not responsible for any deficiencies with the solar panels if required inspections (listed below) were not completed during the project. Contractors will also receive a citation to appear in WBR’s Administrative Adjudication Court for a misdemeanor violation and registration status will be “inactive” for 1 (one) year.

**Please sign acknowledging that you understand the following:**

- I understand 2 inspections (**Rough-In & Final**) are required.
- I understand WBR’s inspector(s) are required to be on site during **Rough-In Installation**.
- I understand a **Contractor’s Employee** is required be on site during inspections.

\_\_\_\_\_  
Contractor’s Name/Business Name

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



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## SOLAR PANELS PERMIT APPLICATION (Form OCPD #004dse)

Project Address: _____	City & Zip Code: _____
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Land Owner(s): _____	Phone #: _____
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E-mail: _____	Alternative Contact #: _____
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Applicant: _____	Phone #: _____
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E-mail: _____	Alternative Contact #: _____
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### SOLAR PANELS DETAILS

Electricity Provider: <input type="checkbox"/> Entergy <input type="checkbox"/> Point Coupee Electric	Location of Solar Panels: <input type="checkbox"/> Roof <input type="checkbox"/> Yard
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Electricity Account # _____	<input type="checkbox"/> Mark if solar panels are going on a <b>mobile home</b> . You will need approval from HUD first.
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Approximate Cost of Proposed Work: _____	I understand 2 inspections (Rough-In & Final) are required. _____ (Initials) I understand WBR inspectors are required to be on site during Rough-In installation. _____ (Initials) I understand a contractor employee is required be on site during inspections. _____ (Initials)
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### CONTRACTOR'S NAME/BUSINESS NAME

Solar Energy Contractor: _____	<small>For WBR Staff- Registration Status Active?</small> <input type="checkbox"/> YES <input type="checkbox"/> NO
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Phone #: _____	E-mail: _____
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On-Site Manager: _____
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Phone #: _____	E-mail: _____
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Electrical Contractor: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
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Phone #: _____	E-mail: _____
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(If needed) Plumbing Contractor: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
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Phone #: _____	E-mail: _____
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**Application Certification:** I certify that I have provided the information on this application and that I have reviewed ALL of the information on this form. I further certify that the information I have provided is true and correct to the best of my knowledge and that I have read and understand the laws of West Baton Rouge Parish as related to the development of my property (including, but not limited to Zoning and Site Development regulations). I am aware that any false or misleading information on this form, or any violation of Parish property development laws could result in legal action taken against me or others by West Baton Rouge Parish.

Signature _____	Print Name _____	Date _____
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### FOR WBR STAFF

Date Initiated _____	Municipality _____	Is an Initiation Form Required? _____
		Record of Parish Approved Plat? _____

Lot # /Tract _____	Subdivision _____	Approved By _____
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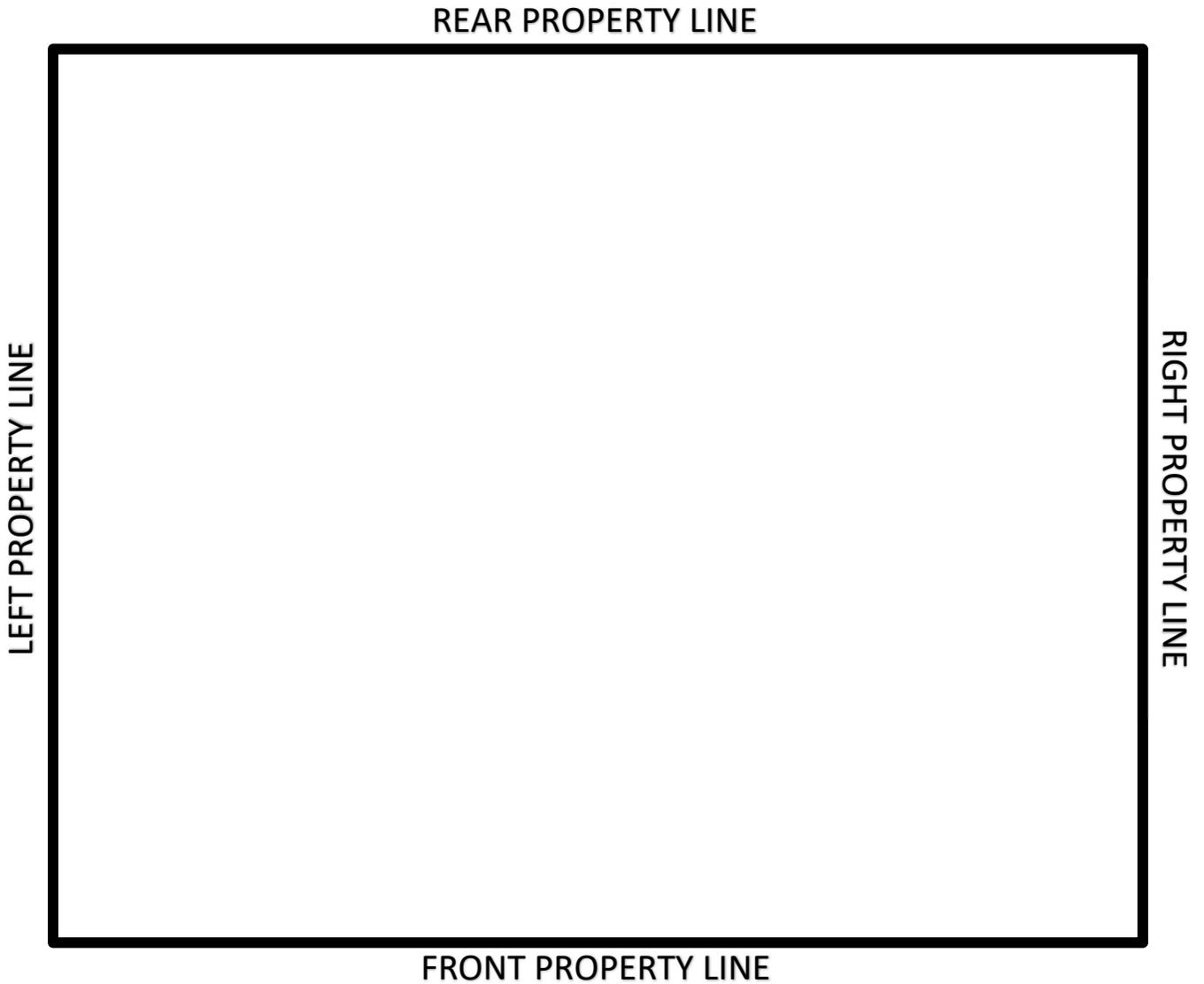
Map # & Parcel # _____	Current Zoning _____	Lot size (sq.ft.) _____	Date Approved _____
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Notes: \_\_\_\_\_

Permit ID _____	Payment Method _____	Solar Panel Permit Fee <b>\$75.00</b>	Date Paid _____
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# Solar Panel Plot Plan

*Use if Solar Panels are placed in yard & not submitted with plans.*



Draw measurements to each structure located on the property and to each property line.

Put "N/A" in the box below if not applicable.

Indicate Solar Panel <b>Equipment</b> Location <i>(If located in yard)</i>	
Label locations for disconnect(s), inverter, electric meter(s), & Batteries (if used)	
From <b>FRONT</b> property line	
From <b>REAR</b> property line	
From <b>RIGHT</b> property line	
From <b>LEFT</b> property line	



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## SOLAR PANELS ELECTRICAL PERMIT APPLICATION



Owner of Property:	Project Address:
Phone #:	City/Zip:

### CONTRACTOR INFORMATION

Company Name:	Phone #:	
Approximate Cost of Proposed Work:	E-mail:	
Authorized Signature:	Date:	WBR Registration #:

**NOTE:** All work shall be readily accessible for inspection(s) by the Building Official or his designee. This form offers no deviation or exclusion from permitting procedures and policies, local ordinances or code adoption by the Parish.

**WORK CANNOT START until this permit is in possession and is posted on the job site as per local ordinance.**

### ITEMS TABLE CALCULATIONS OF PERMIT FEE

Code	Item	Qty	Fee	Total	Code	Item	Qty	Fee	Total
E01	Transformer		\$16.00		E20	Correct wiring (change out, upgrade or relocate service)		\$20.00	
E02	Line – underground (per foot)		\$0.13		E21	Circuit Branch		\$3.00	
E03	Service <= 60 amps		\$8.00		E22	Circuit – Feeder		\$6.00	
E04	Service <= 100 amps		\$12.00		E23	Motor < 1 HP (Fraction)		\$3.00	
E05	Service <= 200 amps		\$14.00		E24	Motor, 1-2 HP		\$6.00	
E06	Service <= 400 amps		\$16.00		E25	Motor, 3-5 HP		\$8.00	
E07	Service <= 600 amps		\$18.00		E26	Motor, 7.5-10 HP		\$10.00	
E08	Service <= 800 amps		\$20.00		E27	Motor, 15-25 HP		\$12.00	
E09	Service <= 1000 amps		\$22.00		E28	Motor, 30-100 HP		\$16.00	
E10	Service <= 1200 amps		\$24.00		E29	Motor, 150-200 HP		\$20.00	
E11	Service <= 1400 amps		\$26.00		E30	Motor, 250+ HP		\$24.00	
E12	Service <= 1600 amps		\$30.00		E31	Swimming Pool*		\$20.00	
E13	Service <= 1800 amps		\$34.00		E32	Generator		\$40.00	
E14	Service <= 2000 amps		\$38.00		E33	Solar Panel Installation	1	\$75.00	\$0
E15	Service <= 2400 amps		\$42.00		E34	Temporary Cut-In		\$20.00	
E16	Service <= 2500 amps		\$46.00		E35	Re-inspection Residential each		\$10.00	
E17	Commercial – Temp Building		\$20.00		E36	Re-inspection Commercial each		\$25.00	
E18	Mobile Home – Residential		\$10.00		E27	After-Hour Inspection		\$100.00	
E19	Temporary Meter		\$20.00		E38	Minimum Fee		\$20.00	

**\*SOLAR PANELS PERMIT FEE COVERS THE ELECTRICAL PERMIT COSTS.**

### FOR WBR STAFF

Associated Permit #