

# Solar Permit Checklist.

(REV. 7/15/2025)

## Solar Installations

**Use:** This guide is for all solar installations in the City of Missoula. For other types of clean energy systems (such as wind, geothermal, etc.) please email [coordinators@ci.missoula.mt.us](mailto:coordinators@ci.missoula.mt.us) for instructions.

**Application Instructions:** An electrical permit is required for all solar installations; see application requirements below. You can apply for a permit online in the - [Citizen Access Portal](#). In the 'project description' portion of the application, list the project as a "rooftop solar installation" or "ground mount solar installation". Solar installations are considered a "change or service upgrade".

All items below are REQUIRED.

## SOLAR APPLICATION REQUIREMENTS

*Include the following information.*

- ☐ **Engineering:** Provide a structural Review letter signed and stamped by a Montana Licensed Engineer. The letter should acknowledge ONE of the following scenarios:
  - The roof can support the weight from the system.
  - The roof needs modifications to support the weight from the system. The modifications needed must be provided with the letter. **Note: (!)** A separate building permit is also required for modifications. The building permit and the electrical permit will be issued at the same time.
- ☐ **Roof Plan:** Show the layout of the panels.
  - Show and label your 3-foot pathways per 2021 IRC Section R324.6
  - Show and label your 18 inch or 3-foot ridge setbacks per 2021 IRC Section R324.6.2
  - Label the street.
  - Label roof pitch.
  - Identify any egress windows that open onto a roof.
- ☐ *(If applicable)* **Batteries:** Where the installation includes an energy storage system like batteries, a floor plan is needed. Floor plan must show where the batteries will be located and demonstrate compliance with NEC section 706.
- ☐ *(If applicable)* **Ground Mounted:**
  - A Building permit is required for all ground mounted arrays.
  - Professional engineering is required (R324.7)
  - A site plan is required. (R324.7.1)

**(!)** Where a resubmittal is required, please upload revised plans to the record as 'plans' so the reviewer is notified.

## SOLAR INSPECTION PROCEDURES

**Inspections Required:** Final Electrical Inspection [Code: 290] - Installers will need to upload the following photos to the permit record PRIOR to scheduling the on-site inspection. See [\(link\)](#) for instructions on how to schedule an Inspection.

### Photos REQUIRED for Inspection:

- Each array(s) grounding/bonding connections
- Each array(s) rooftop J-box
- Raceway grounding and bonding
- Any concealed work
- Compliance with required roof access and pathways (IRC - R324.6); show both ends of the tape measure (held flat against the roof surface) to demonstrate compliance with the minimum setbacks prescribed in the code (unless you meet R324.6 exception 1,3 or 4). **(!)** Dwellings with a horizontal ridge that fail to provide this will fail the inspection.

**(!) Flashing of Penetrations:** Installers shall ensure all roof and wall penetrations are flashed and sealed to prevent entry of water, rodents, and insects in accordance with IRC R903.2.

**(!) Reminder:** Contractor is responsible for ensuring their installation complies with code minimum standards. If you submit a google maps arial image, you will need to verify site conditions to ensure the installation meets minimum standards.