



*Community Development Department  
Building and Inspections Division*

136 Keys Ferry Street, 3<sup>rd</sup> Floor McDonough, GA 30253  
Phone (678) 432-4622

## **Solar Roof Permit Requirements**

**All Solar Roof submittals must be mailed or hand delivered to the City of McDonough.**

**The following steps are required in order to obtain a Solar Roof Permit:**

1. Complete and Submit single page *Residential Building Permit* application and *Pre-Construction Affidavit* signed by a licensed General Contractor including:
  - Copy of the General Contractors Driver's License, GA State License and Occupational Tax License i.e. Business License.
2. Complete and Submit *Electrical Permit* application including:
  - Copy of Electrical Contractor's Driver's License, GA State License and Occupational Tax License i.e. Business License.
3. Submit two (2) sets of 11" x 17" plans, engineer stamped on all pages including:
  - Structural engineer's certification letter specific to existing home concerning required roof loads and wind loads per ***section 324 of the 2018 IRC: Solar Energy Systems.***

**Please allow 14 business days from date submitted for review.**

Once all work is completed, the City requires a **Post-Install Engineer's Inspection Letter** approving the installation per plans emailed to City Permit Coordinator Kelsey Liddick at [kliddick@mcdonoughga.org](mailto:kliddick@mcdonoughga.org) (470-878-1114) before scheduling a Final Inspection by a City of McDonough Building Inspector. Submit City Final Inspection request on automated Inspection Line 678-782-6217, before 4pm, for a next day inspection.