



Community Development Department
211 Walnut Street Neenah, WI 54956
Phone: (920) 886-6130
Fax: (920) 886-6129
Web site: www.ci.neenah.wi.us

PHOTOVOLTAIC (PV) SYSTEM REQUIREMENTS

In accordance with Municipal Code Section 21-73 an electrical permit is required before installation or related electrical work is performed. Inspections are required for electrical wiring before insulating or covering. All following information must be included with the permit application in order for the permit to be issued:

1. Provide an equipment list along with all product specifications:
 - PV modules - listing certifications and manual
 - Inverter – listing certification and manual
 - Fuses, circuit breakers and disconnects – rating information
2. Provide a three-line diagram including the information listed below:
 - Type and number of PV modules in each string
 - Conduit/wiring from array to inverter, and inverter to utility point identified
 - DC grounding system identified
 - AC grounding system identified
 - List the type and size of all conductors
 - List size and location of all over current devices
3. Provide a site plan including the following information:
 - Property lines and structure locations
 - Location of modules and associated electrical equipment (see sample plan below). 20' max height for ground units
 - Setback 10' or height of unit
4. If the array is roof mounted provide the following information:
 - Rafter or beam sizes, spacing, roof slope, type of roof covering, and number of existing roof layers
 - Additional information is required if the existing roof structures ability to carry the load is questionable or is constructed with trusses
5. Provide the approximate date the PV system will be brought into service

BEWARE OF UNDERGROUND UTILITY WIRES

Please remember that there may be underground electric, phone, or cable T.V. wires buried on your property generally in 5' or 6' wide easements on your side and rear lot lines. Please call the Digger's Hotline before you do any digging on your property. **DIGGERS HOTLINE: (800) 242-8511**

This information is only a general guide to help you plan a building project. Please feel free to call or stop in the office with any questions you may have. Inspector's office hours are from approximately 7:30-9:30am, 12:00-1:30pm, and 3:00-3:45pm Monday thru Friday.