



## M E M O R A N D U M

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**TO:** Solar Energy Permitting Applicants

**FROM:** City of Hutchinson Building Official

**RE:** Solar Energy Permitting Process

**DATE:** October 31, 2017

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The City of Hutchinson's process for permitting of solar energy systems is as follows:

1. Applicant shall submit a completed City of Hutchinson "Building Permit Application" for the proposed project via e-mail to: [inspections@ci.hutchinson.mn.us](mailto:inspections@ci.hutchinson.mn.us) The required application is available at: <https://www.ci.hutchinson.mn.us/wp-content/uploads/2017/08/appbldglandusepermit.pdf>
2. If the proposed system requires site preparation in excess of 250 square feet, the applicant must also submit a completed City of Hutchinson "Drainage/Erosion Control Permit Application". Applicant shall attach to the application a site plan detailing the BMPs proposed to prevent site erosion during the construction process. The required application is available at: <https://www.ci.hutchinson.mn.us/wp-content/uploads/2017/08/appdrainage.pdf>
3. Payment of permit fees may be submitted electronically by contacting the City Permit Technician at (320) 234-4216.
4. Applicant shall include with the submitted Building Permit Application a site plan indicating location of proposed system in relation to other structures on the site and in relation to the property lines of the proposed site.
5. Applicant shall submit documentation verifying approval of the proposed system installation from the Hutchinson Utilities Commission. <https://www.hutchinsonutilities.com/about-huc/distributed-generation/>
6. The following checklist shall also be completed and submitted with the Building Permit Application:

JOB SITE ADDRESS \_\_\_\_\_

NAME OF BUILDING OWNER \_\_\_\_\_

JOB VALUATION \_\_\_\_\_

Name \_\_\_\_\_  
Installation Address \_\_\_\_\_  
Contractor City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
State License No. \_\_\_\_\_ Phone \_\_\_\_\_

1. Is the roof supporting the installation a pitched roof in good condition, without visible sag or deflection, no cracking or splintering of support, or other potential structural defect?  
Yes No
2. Is the roof a rafter system? Yes No
3. Is the equipment to be flush-mounted to the roof such that the collector surface is parallel to the roof? Yes No
4. Is the roofing type lightweight? Yes (composition, lightweight masonry, metal, etc...) No
5. Does the roof have a single layer roof covering? Yes No

If "No" to any of questions 1 -4 above, additional documentation may be required. Documentation may need to demonstrate the structural integrity of the roof and all necessary structural modifications needed to maintain integrity. A statement stamped by a Minnesota licensed/certified structural engineer certifying integrity may be needed. Contact the building official to determine submittal requirements.

6. Identify method and types of weatherproofing for roof penetrations (e.g. flashing, caulk).  
Mounting System Information:
7. Is the mounting structure an engineered product designed to mount PV modules with no more than an 18" gap beneath the module frames? Yes No

If No, provide details of structural attachment certified by a design professional. Manufacturer's engineering specifications are sufficient to meet this requirement.

8. For manufactured mounting systems, fill information on the mounting system below:
  - a. Mounting System Manufacturer \_\_\_\_\_
  - b. Product Name and Model # \_\_\_\_\_
  - c. Total Weight of PV Modules and Rails \_\_\_\_\_ lbs
  - d. Total Number of Attachment Points \_\_\_\_\_ (attachment points must be equally distributed across the array)
  - e. Weight per Attachment Point (c÷d) \_\_\_\_\_ lbs
  - f. Maximum Spacing between Attachment Points on a Rail \_\_\_\_\_ inches (see product manual for maximum spacing allowed based on maximum design wind speed).
  - g. Total Surface Area of PV Modules (square feet) \_\_\_\_\_ ft<sup>2</sup>
  - h. Distributed Weight of PV Module

If the outcome of e. is greater than 45 lbs or h. is greater than 5 lbs/ft<sup>2</sup>, a study or statement demonstrating the structural integrity of the installation, or a statement stamped by a Minnesota licensed/certified structural engineer, may be required. Contact the building official to determine requirements.