

These are general guidelines only and more information may be required on a case by case basis

The Township of Guelph/Eramosa requires a permit be obtained for any solar collector mounted to a building or structure with an aggregate face area of 5m² (53.8ft²) or greater.

Existing buildings must be evaluated for additional loading the solar panels apply to the roof assembly. Solar panels not only add dead loads to the structure, but can also cause additional wind uplift and live loads (snow accumulation due to placement of panels). Transfer of loads through the panel mounting systems may cause a relocation of where and how the loads are applied to the roof assembly (uniform and/or point loads). If insufficient capacity is identified, systems would have to be strengthened.

Do not be tempted to install a system without appropriate review! Proper steps must be taken to ensure the protection of the building and the safety of its occupants.

When is a building permit required for solar panels?

- When mounting a solar collector with an aggregate face area of 5m² (53.8ft²) or greater

Required Documents for building permit application

- Fully completed application form, including site plan
- ****2 sets** of a construction drawings complete with required stamp from professional engineer, **1 set** of which is required to be an **electronic copy** (PDF only)
- 'Commitment to General Reviews by Architect and Engineers' form, signed by both the property owner and the professional engineer who stamped the construction drawings
- Owner Authorization form, if applicant is not property owner

** If hand drawn, plans cannot be submitted on paper greater than 11"x17"

Site Plan Requirements

A comprehensive site plan or copy of the property survey showing:

- a. All existing structures on the property
- b. Proposed location of solar panels
- c. Location of hydro lines on the property

Construction drawings including the following information:

- Existing structural system including sizes and spacing
- Loading diagram for structural elements (live and/or dead loads and identify all point loads created by panel mounting system)
- Review of loads due to snow and rain as outlined in OBC Div.B 4.1.6 values for these loads are included in loading
- Supplementary construction by a professional engineer (if upgrades are required)
- Size and location of any supports or bracing to be provided to existing systems
- Prescribe size and location of all new supports
- Confirm all loads are sufficiently transferred to footings
- Fastening system info by professional engineer
- Panel mounting detail
- Size and spacing of fasteners/rails/supports
- Location of panels on existing structure along with corresponding location of supporting elements in these areas
- Pre-manufactured mounting rail system manufacture specifications
- Solar panel manufacture specifications

All documentation must bear the seal of a professional engineer

Where to apply for a building permit?

Bring your complete building permit application to the Guelph-Eramosa Township office located at 8348 Wellington Road 124. Office hours are Monday – Friday, 8.30am – 4.30pm.

Cost of building permit

Please see Schedule “A” of By-Law 13/2018 for applicable building permit fees. These fees cover all plans review, building permit, and resulting inspections. Note: All fees and charges listed herein are payable upon collection of the Building Permit.

Timeline for Applications

Once a **complete** building permit application is submitted, the permit will be reviewed within a maximum of 10 business days.

Questions?

Contact the Building Department Administrative Assistant for assistance:

Jenni Spies

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Email: jspies@get.on.ca