

July 1, 2026: Important Information for Solar Panel and/or Battery Permit Submittal

To ensure timely processing of solar panel and battery permits, please use this document as a guide and include all required information when submitting your application.

Job Description Requirements - Include the following details in the job description:

- *Number of solar panels and/or batteries*
- *Roof Mounted – note structure type (house, attached garage, detached garage, etc.)*
- *Installation location (front roof, rear roof, entire roof, etc.) (Ground if ground mounted and include plot plan showing location of panels with property line setbacks and well/septic setbacks as applicable)*
- *Total kW*
- *Number and location of batteries (if applicable) (i.e., exterior of house near meter, inside attached garage)*

Sample Descriptions

- *Solar Only: 30 solar panels on front and rear house roof (12.3 kW)*
- *Solar + Batteries: 30 solar panels on front and rear house roof (12.3 kW), plus 2 batteries on exterior right side house wall near meter (27 kW)*

Owner Information Because owner details cannot be updated directly in the system, enter the following in the **Additional Comments** box:

- *Owner phone number*
- *Owner email address*
- *Corrected owner name (if different from SDAT records) We will verify, and update as needed.*

Plans and Documents required at Application:

- *Construction plans*
 - *If critter guard is to be installed, it must be shown on the construction plans.*
- *Structural engineered certification letter (roof-mounted systems only)*
 - *Note: 115 Wind Speed and 40 Ground Snow Load.*

- *Wildlife Barrier Acknowledgement (roof-mounted systems only)* [Residential Wildlife Barrier \(Criticter Guard\) Installation Acknowledgement for Solar Panels Rev 1-13-25.pdf](#)
- *Flashing Guard Acknowledgement (roof-mounted systems only)* [Residential Flashing Installation Acknowledgement for Solar Panels Rev 1-13-25.pdf](#)

Plans and Documents required prior to permit issuance:

- Glare letter (not required if located within town/city limits)
- Owner/Contractor Affidavit
 - *All forms that require signatures: Signatures must be witnessed*
 - *Handwritten signature with handwritten witness or verified digital signature with verified digital witness*

File Naming Requirements Include the document type and property address.

Examples:

- *Construction Plans – 1234 Happy Drive*
- *Flashing Acknowledgement – 1234 Happy Drive*
- *Wildlife Barrier Acknowledgement – 1234 Happy Drive*
- *Affidavit – 1234 Happy Drive (Please keep this document separate from other forms.)*

When the application is reviewed if any required information is missing, you will receive an email titled **“Carroll County needs Additional Information regarding your submittal”**.

Any requested updates must be submitted in the **Additional Comments** box, as other fields—such as the job description—cannot be edited after submission. Once received, we will update the permit accordingly. If corrected plans are requested, these can be directly uploaded into the portal.

Revised Plans (if applicable)

If revised plans are ever required, a notification will be sent. You will then:

- Upload a full set of scaled PDFs
- Documentation detailing revisions made
- Name the file using: **“Revised Plans – [Permit Number] – [Date]”**

Important: Applications cannot be processed until all required information and documents are submitted and accepted.