



## BUENA VISTA CHARTER TOWNSHIP

1160 SOUTH OUTER DRIVE • SAGINAW, MICHIGAN 48601-6595

PHONE: (989) 754-6536 • FAX: (989) 754-5930

TOD: (989) 754-3236

[www.bvct.org](http://www.bvct.org)

### Residential Rooftop Solar Permitting Checklist

The pre-submittal checklist below contains the minimum information and project plan details required to be submitted to the Buena Vista Charter Township when applying for a permit to install a residential solar photovoltaic (PV) system for accessory or direct use. The intent of using the checklist is to provide transparent and well-defined information to minimize the number of required revisions, improve permit application quality, and accelerate the application and review process.

#### Solar Code:

[Buena Vista Charter Township Solar Ordinance](#)

[Buena Vista Charter Township Zoning Ordinance and Codes](#)

#### Required Documents:

- [Solar Permit](#)
- [Building Permit](#)
- [Electrical Permit](#)
- [Zoning Permit](#)
  - [Rates](#)
  
- Site Plan
  - Site plan should show the location of major components on the property. The site plan drawing should be to scale, and it should represent the relative location of components at site.
  - A site plan must be provided demonstrating compliance with the setbacks indicated in the Buena Vista Charter Township Solar Ordinance at the time of Building Permit application.
  - Site Plan and other similar materials must also address other compliances laid out in the Buena Vista Charter Township Solar Ordinance, including but not limited to: height, area, project schedule, annual wattage production, safety standards, etc.



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- PV arrays and energy storage systems installed in compliance with [IFC fire setback requirements](#) by a federal or state certified solar installer need no separate fire service review. Paperwork proving this must be submitted.
- Electrical Diagram
  - Electrical diagrams/worksheets should show PV and energy storage system configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, and AC connection to the building.
- Specification Sheets and Solar Installation Manuals (Not Necessary but Encouraged)
  - Provide spec sheets and manuals for all manufactured components including, but not limited to, PV modules, inverter(s), combiner box, disconnects, and mounting system.

All applications and supporting documentation must be submitted to the Buena Vista Charter Township either:

**In-Person:**

1160 South Outer Drive

Saginaw, MI 48601

or

**Fax:**

(989) 754-5930

Application Process:

1. Submit required documents and pay all necessary fees.
2. Application reviewed by Building Department Officials to ensure the project is in accordance with Zoning Ordinance.
3. Application is accepted and work may begin.
4. Inspections required either during or immediately after construction.
5. Pay any outstanding fees.
6. Receive official notification of compliance from the Buena Vista Charter Township Building Department.



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### Inspections:

- Building/Structural Inspection
- Electrical Inspection

*No more than one building and one electrical inspection should be necessary unless code violations require following reinspections.*

- To schedule an inspection, please contact the Buena Vista Charter Township Building Department at (989) 754-6536 ext 2313.

### Inspection Personnel:

Darryl Oliver,  
Building Inspector/Building Official (SAFEBuilt)

- Available Tuesday and Thursday via 30 minute appointment slots from 10:00 am to 12:00 pm.

Al Wicker,  
Electrical Inspector

- Available Tuesday and Thursday via 30 minute appointment slots from 10:00 am to 12:00 pm.

### Permit Status, Expiration and Enforcement:

- Building Permit expires if work or construction authorized is not commenced within 120 days (4 months), or if construction or work is suspended or abandoned for a period of 120 days (4 months) at any time after work has commenced.
- The Buena Vista Charter Township Building Department holds the right to issue a cease of work order in the instance of any failure to comply with permitting and inspection process.
- To check on the status of any permit, contact the Buena Vista Charter Township Building Department.

### Contact Information:



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