



**County Engineer
Environmental Engineer**

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Richwood Outpost

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Photovoltaic FAQ Sheet

Public Service with integrity

1. In your jurisdiction, what codes apply to residential solar design? What about electrical codes? (i.e. State Codes, IBC2018, IRC2015, NEC 2020., etc.) ***You may find the reference sheet for current codes on our website at [Union County Building Regulations](#). Please note, there are no local adopted additions, modifications, or changes to these standards.***
2. Does your municipality accept IEBC? ***Residential applications – no, Commercial applications – yes as of March 1st, 2024.***
3. Does your municipality have plans to update any of these codes? If so, please specify which codes are being updated and the date of adoption. ***No***
4. Can the permit package be submitted electronically only? ***Currently, no. However, we are working on moving towards digital plan review to be available January 1st, 2025.***
5. How many plans sets are required for a submittal? ***Currently, we are requiring paper copies for all plan reviews (2 copies for residential, 3 for commercial). Additionally, for commercial properties, we require a pdf copy to be uploaded to your application. A transmittal sheet (to be submitted with your plans) will be created once your online application has been submitted.***
6. How long does it take for a plan review to be completed? ***Both the Ohio Building Code (OBC) and Residential Code of Ohio (RCO) mandate that plan review must be completed within 30 days of receipt of a completed application, OBC/RCO §107.2.1. Our reviews are typically completed well under this mandate. Please note the plan review will not begin until the application is complete, including receipt of paper copies in the office and submittal fees being paid.***
7. Is there an expedited plan review process that I can use? ***No – both the Ohio Building Code (OBC) and Residential Code of Ohio (RCO) mandate plan review must be completed in the order received, OBC/RCO §107.3.***
8. Do the plans need to be digitally sealed? If in person, is a wet stamp required and if so, how many copies? ***Either digital or wet-stamped seals are acceptable.***
9. Is 11" X 17" an acceptable size for plan submittal? ***Yes, with the stipulation they provide sufficient clarity to allow effective plan review and inspection(s).***
10. Are there any permit offices (cities/regions) that fall under your jurisdiction and follow your guidelines and code requirements? ***The Union County Building Department has agreements with all municipalities to provide commercial and residential building code enforcement except Unionville Center, Plain City and Dublin. The Dublin Building Department is the regulatory authority within the incorporated area of Dublin. Marysville,***

Richwood, Milford Center and Magnetic Springs have all contracted with Union County for building code services.

11. What permitting forms are required to be submitted for solar rooftop residential projects? **The Residential Building Permit Application will be sufficient for both the building and electrical trades.**
12. Are the required forms all available in PDF format or will we have to fill this out using an online portal? **Online portal (OpenGov)**
13. Are there any special requirements you need to see on revised plans (e.g. revision letter, revision table, clouded)? ***We would request that any revisions be clearly identified not only on the plans but associated documents. The revision form is also required to be included with the revision submittal.***
14. Has your jurisdiction made any additional setbacks not listed in the code? ***No, however each township or incorporated area has its own unique zoning requirements that may impact your installation. We would encourage you to contact those entities to obtain approval prior to submittal to the building department.***
15. Is the roof area/percentage of roof area covered by the solar array required in the permit package? **Yes**
16. Does your jurisdiction have any custom electrical requirements for solar? **No**
17. Does the electrical portion of the permit package need to be stamped by a state-licensed electrical engineer? **No for residential projects, yes for commercial.**
18. Does the structural portion of the permit package need to be stamped by a state-licensed structural engineer? ***Yes, rooftop-mounted photovoltaic systems must be designed and installed for the applicable dead and roof loads. Engineering documentation from a design professional validating compliance with RCO §324.4 will be required to obtain plan approval.***
19. What ground snow load value (psf) and wind speed value (mph, Category II, Exposure B) must be used for structural analysis? If you have a URL link to snow load or wind maps, that is acceptable. ***20 psf, 115 mph respectively, for residential installations I would refer you RCO §324.4.1 [Structural Requirements.](#)***
20. Will the provided stamped letter from the Engineer, stating the roof is able to support the additional loads of the solar panels, be sufficient for your structural analysis requirements? **Yes**
21. Is the engineer required to do a seismic check? **No**
22. What is the frost depth in your jurisdiction? (Note: this is for residential ground mount solar arrays)? **34"**
23. What types of inspections are required? ***All required inspections will be identified during the plan review process and provided with the approval documents. Typically, most PV systems require an electrical final and building final.***
24. Can all the types of inspections be done on the same day? ***You may always request but since this process typically requires two separate inspectors, it is not always possible to have the inspectors arrive in the order necessary for same day inspections.***
25. Do you require a midpoint inspection? **No**

26. What documents are needed on-site for the inspection, if any? ***The approved plans, manufacturers' installation instructions, and product information for all equipment shall be on site and available for use by the field inspectors.***
27. What is the best way to schedule the inspection(s)? ***There are currently two ways to schedule an inspection:***
a. ***Directly through [OpenGov](#). This allows for a 7 AM cutoff time for same business day inspections.***
b. ***Call our inspection line at 937-645-3019. You will need to know the permit number, address and type of inspection needed. Please note, this method can take two business days for inspection scheduling. If the timing of your inspection is critical, please use the inspection option with Opengov.***
28. Do you allow specific time requests? AM/PM requests? ***Please review our policy for [Time Requests](#) prior to requesting specific appointment times. Note: inspections which require access into an occupied residence would allow for a two-hour time window.***
29. How do we obtain the results of the inspection? ***The same Opengov system you use to obtain your permits and schedule your inspections will also provide inspection results.***
30. Do you have a limit to the number of inspections we can schedule with you each day? ***There are no restrictions.***
31. Are there any days on which inspections are not conducted? ***Weekends, recognized holidays, and scheduled in-service training days. Holidays and in-service days are posted on our website.***
32. How much notice do you require for an inspection request? ***7 AM same business day inspections with the use of Opengov, otherwise up to a two-day delay.***
33. How far in advance do you allow inspection requests? ***There are no restrictions.***
34. Does the homeowner need to be present for the inspection? ***Access must be provided to the home for our inspection, who is present is a decision between you and your customer, we have no preference. However, having a contractor representative on site may facilitate successful completion of the inspection.***
35. Do you need a contractor representative on-site for the inspection? ***See previous question #34 above.***
a. Does that rep need to be an electrician? ***No***
b. Will you need our representative to provide a ladder? ***Potentially, dependent upon specific job site conditions encountered.***
c. Will you need dead fronts removed from the main service panel? ***No***
d. What is the best way for a technician to know the estimated time of arrival? ***Speaking with the assigned inspector, via traditional methods, or dialog boxes within our on-line permitting system, Opengov. Our inspectors are typically available between 7:30-8:30 in the morning to call our office and determine an estimated time window.***
36. Will you need access to the attic? ***Generally, yes but it is dependent upon specific job site conditions encountered.***

2/20/2024