



Solar Panel FAQ's

What is the best contact phone number and email address? 405-390-2999

inspections@choctawcity.org

What is your preferred method of follow-up contact; portal, email, or over the phone?

Email or phone is great!

What permits are required for roof-mounted solar installations? Solar Panels Permit; Can be found on *Mychoctaw.org* under the permits tab in Development Services.

What is the preferred method to file permits? Email inspections@choctawcity.org ; include plans on 11X17.

What documents are required to apply for these permits? A solar panels permit application, an engineered letter, and stamped engineered plans as needed.

Is approval from the utility company and/or the HOA required prior to applying for the permit? No.

Does the City of Choctaw maintain a Historical Site Database? No, please contact the Oklahoma County Assessor for more information in that regard.

Are engineered plans and/or a letter from a structural engineer stating the roof can support the additional weight required? Yes.

Are Structural stamps required on the plans? Yes.

Are Electrical stamps required on the plans? Yes.

Are any documents required to be signed by the property owner? Are any required to be notarized? No.

Are electronic signatures accepted? Yes.

What is the usual turnaround time for approval and issuance? Up to 10 business days plan review period.

What documents constitute the issued permit (i.e. city-stamped plans, inspection card, etc) and how will we receive these documents? You will receive your issued permit via email, or you can collect in person after fees have been processed.

Are there any additional permitting or design requirements for solar systems with a battery? No.

Once a permit has been issued, what changes to a design require a permit revision? Any structural or electric changes will require a new plan review along with new plans.

Are there separate forms that need to be submitted with the revised documents? No.

What is the process to file permit revisions? Email inspections@choctawcity.org or call Development Services at 405-390-2999 and supply the address or permit number issued.

What is the turnaround time for revisions? Up to 10 business day plan review period.

Are any new documents issued? Just the permit and any City-approved, stamped revisions from the City of Choctaw.

When are permit fees due? The Permit Tech will notify you once the plans are approved and will call for payment. You may call or email at any time for a status update.

What methods of payment are accepted? We accept credit card via phone, or you can pay in person via cash, credit, or check.



How do we request an inspection? You can call or email inspection requests; only a building and electric final inspection are required.

Who needs to be present for the inspection? No one needs to be present, but we do need access to the structure(s). You can leave an access code with the scheduler, if needed.

What documents should be onsite for the inspection? Required address signage and issued permit.

What is the process for requesting a permit or inspection cancellation? Please notify the Permit Tech as soon as possible for either. Inspection cancellations can be called in by 9am of scheduled inspection day. Failure to reschedule may result in a failed inspection and require re-inspection fees.

Are refunds offered on cancellations? No, part of the permit fees cover the plan review and administrative fees.

Solar Panel Requirements

What wind load/snow load requirements are there? Currently adopted IRC/IBC codes.

Do you require load calculations? Yes.

Is there any specific verbiage that should be on the plans? No.

Do you require a one-line, three-line electrical diagram, or both? Both.

Is there a page size requirement (11x17 or 24x36)? 11x17

For roof setbacks (e.g., eave, rake, valleys) are you referencing IFC, CFC, or local fire codes? IFC with amendments.

Do you allow line, supply, load side taps? No.

Do you have any specific requirements regarding the A/C Disconnect? Listed for use.

If your company is doing the electrical work or will be subcontracting, please make sure the contractor is currently registered with the City of Choctaw. Please ask the Permit Tech for more details or current status.

Any other questions please call or email! We look forward to doing business with you!