

SOLARAPP+ APPLICATION PROCESS

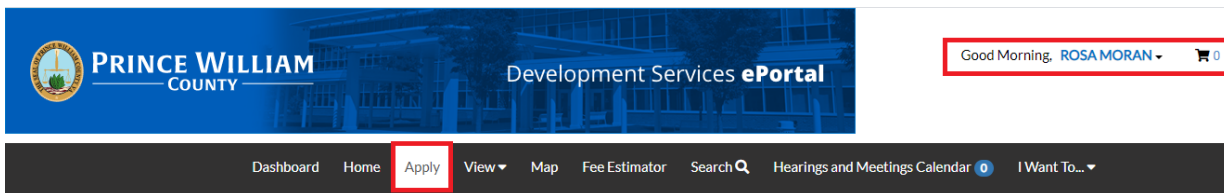
Updated 2/21/2024

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- =====

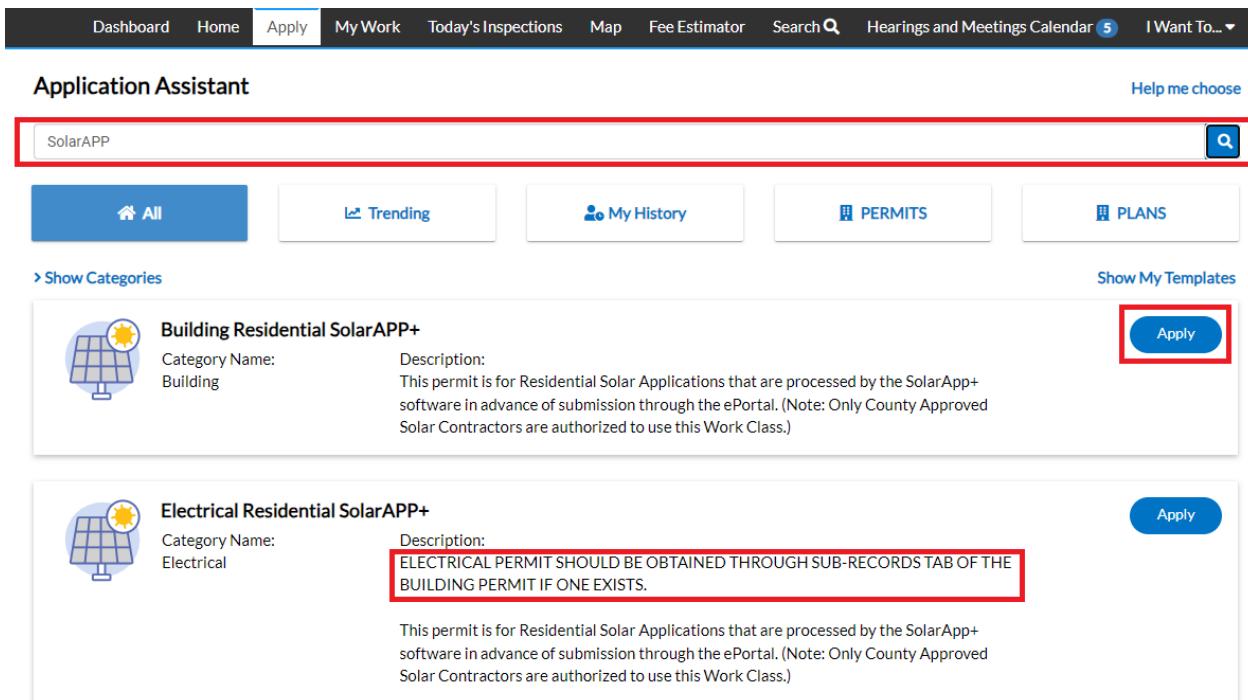
Obtaining a SolarAPP+ Building Permit

1. Please log into your ePortal account, and click on the APPLY menu item.



2. From the list of available permits you can apply for, you can filter from the category list to narrow the list, scroll down the full list until you find the permit you need, or “search” for SolarAPP+ as shown below. Once you have found the permit you need, click on the APPLY button to start the process.

 **Please note:** Electrical Permit should be obtained through the sub-records tab of the Building Permit.



- The first step in the process is to add a location for the permit. You'll note that at least one location is required. Click on ADD LOCATION.



Please note: There will be messages or instructions listed at the top of each page. In most cases it will provide direction on what we expect you to do on this page.

You may either add a location using the parcel number or address. Under most circumstance the address is the way to go and the search section defaults to Address search.

In the search box enter the address you are looking for. Please limit the information to just the street number and street name. **DO NOT enter a unit or suite or street type (like DR, ST, RD, etc.).** You do not need to enter the full address it can be a partial address.

From the results of the search, select the address you want to add to the permit.

Address Information

Search 127 stone lined

Address	Action
12700 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12733 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12735 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12736 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12737 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12738 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12739 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12740 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12741 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12742 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>

Results per page: 10 1 - 10 of 36 << < 1 2 3 4 > >>

Once you have verified the location information is correct, click on NEXT to go to the next step.

Dashboard Home Apply My Work Today's Inspections Map Fee Estimator Search Hearings and Meetings Calendar 5 I Want To...

Apply for Permit - Building Residential SolarAPP+ *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

LOCATIONS

When searching for an address, please just enter the street number and street name. Do not enter a street type or Units/Suites.

Type: Site Address
12740 STONE LINED CIR,
WOODBRIDGE, VA 22192

Main Address

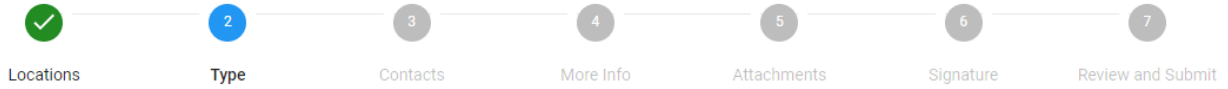
Parcel Number
8193-22-0877

Main Parcel

Site Address

Add Location

- After verifying the location, the next step is Type. You'll notice the "Permit Type" is already populated for you based on the permit you selected to apply for. The fields with an asterisk, such as the Description or Valuation, are required. Enter a brief description of the work that is being performed, and enter the Valuation (cost of the job). Please do not use commas or decimal points in the Valuation or Square Footage fields. When you are finished, click NEXT.



PERMIT DETAILS

Fill in all required fields marked with a "red" star. In the description field type in the scope of work.
 Valuation **MUST** be greater than Zero.

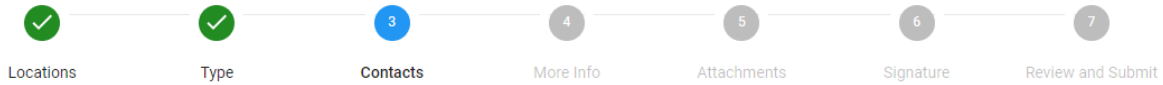
* Permit Type

* Description

Square Feet

* Valuation

- 5. The next step is to verify and add any additional contacts related to your permit. You as the person logged into the application are automatically added as the Contractor. You are the only person/contact that cannot be removed.



CONTACTS

When searching for a contact to add to a case, if you do not find the contact you wish to add, please contact Building Development (DDS@pwcgov.org) so that they can add the new contact to the Global Directory. You'll then be able to add them to your cases or your favorites for later use. When adding a contact use Contact Type "Authorized Agent" for co-workers from the same company.

Contractor


PRINCE WILLIAM COUNTY
 ROSA MORAN (You)
 5 COUNTY COMPLEX,
 WOODBRIDGE, VA, United States, 22192

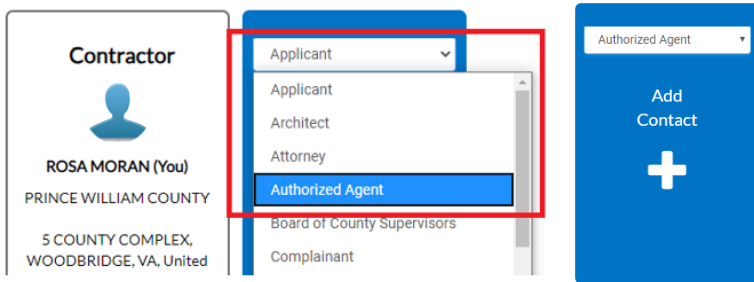
Contractor

Add Contact

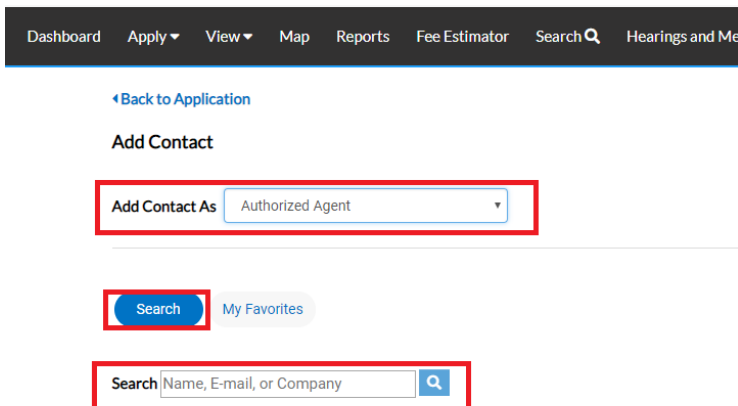
+

If you need to add an additional contact, first select the contact type from the dropdown list, then click on the “card” to ADD CONTACT.

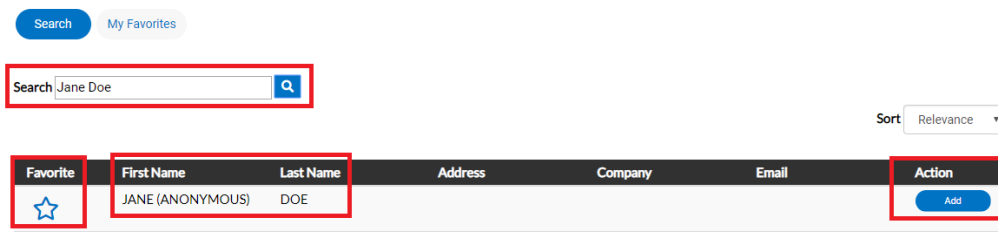
 **Please note:** For co-workers within the same company or organization, please select *Authorized Agent*.

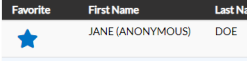


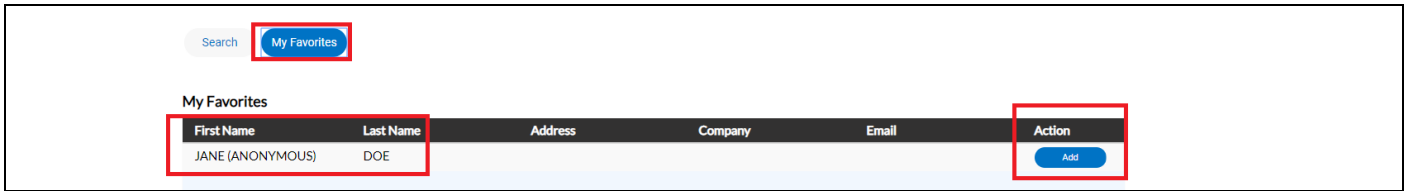
The Contact Type you selected appears at the top. There are two ways to find the contact you want to add... first by searching for a contact using the name, email or company.



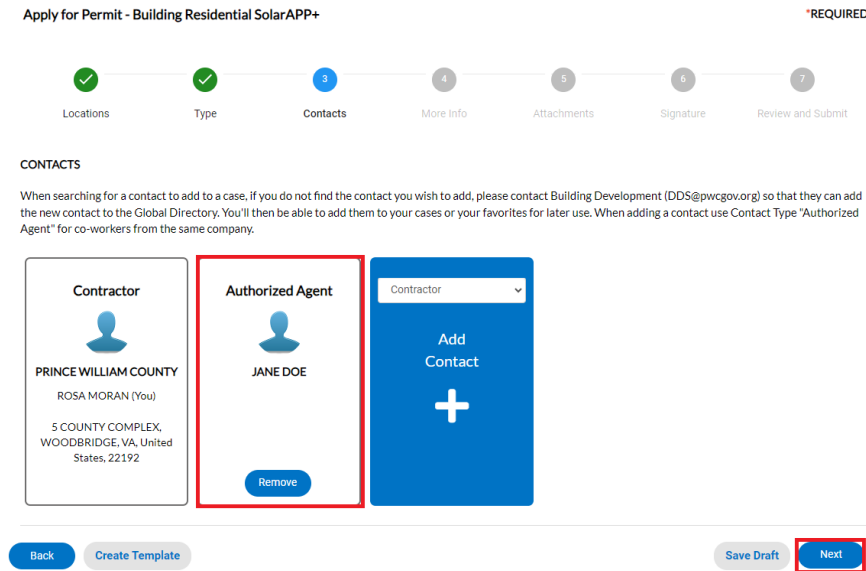
You can then “ADD” the contact... AND if it’s a contact you use on a regular basis...you can also ADD that contact to your Favorites by clicking on the STAR in the Favorites column.



 **Pro Tip!** If you add the contact to your favorites , then the next time you need to add that contact to a plan, select MY FAVORITES, and your list of most used contacts appears and you don’t have to search for them.




Once you are finished adding in your contacts, select **NEXT** to move on.



6. The next step is to update the permit details.

- For the Permit Name, please enter the name of the last name of the owner along with what is being built (example: SMITH PROPERTY – SOLAR PANELS).
- Remember to select the Plan Code Book (which should be IRC for residential) and Plan Code Year (2021 for the current code year) that the work is being done under.
- SolarAPP+ Approval ID is required.
- For Fast Track Permitting Options, select “Not Applicable” if not related to County Typical Solar Plans or Post Damage repairs.

 **Please note:** There will be messages or instructions listed at the top of each page. In most cases it will provide direction on what we expect you to do on this page.

MORE INFO

For Permit Name, please enter the last name of the owner/developer of the property for example SMITH SOLAR PANELS.

Select IRC for the Code Book. Any "RED" field you see is a required field and must be populated before you can continue. Custom fields are listed in one large column, make sure to scroll down the whole list as you may not find the field where you expect it.

General Information

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Permit Name

*Plan Code Book

*Plan Code Year

Permit Items

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*SolarAPP Approval ID

*Fast Track Permit Options	
<input type="checkbox"/>	County Typical Residential Deck
<input type="checkbox"/>	County Typical Residential Solar
<input type="checkbox"/>	PDR- Post Damage Repair (Residential & Commercial)
<input checked="" type="checkbox"/>	Not Applicable

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Please note: Depending on the permit case you selected, you will see fields which are highlighted in "red"... those are required custom fields and need to be populated prior to proceeding to the next step. Below is an example of what one might look like.

*SolarAPP Approval ID

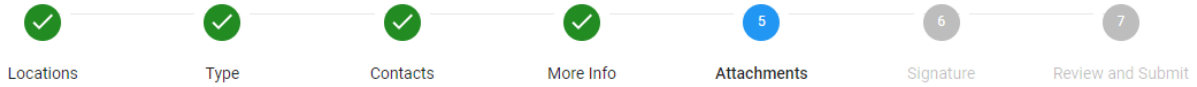
SolarAPP Approval ID is required.

Once you are finished updating the fields, select NEXT to move on.

- 7. The next section is for your attachments. It is **VERY IMPORTANT** that you review the note/message at the top of the section. This note will list the documents you will need to attach to the permit to pass inspections.

You will also notice that the list matches the 4 documents which are required in order to move on.

You **MUST** attach something in each of the categories before you'll be able to continue.



Attachments

All required forms must be submitted as PDFs.

Please attach the following required documents:

- 1. SolarAPP+ Approval Document
- 2. SolarAPP+ Inspection Checklist
- 3. Engineer Structural Letter
- 4. Residential SolarAPP+ Worksheet (a copy of this worksheet can be found in the [Building Development Forms Management System](#) website)

Four blue rectangular buttons arranged horizontally. Each button contains the title of a document, 'Add Attachment', a white plus sign icon, supported file formats, and a 'REQUIRED' label at the bottom. The buttons are: 1. 'Engineer Structural Letter' (Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .csv, .rtf, .txt); 2. 'Residential SolarApp+...' (Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .csv, .rtf, .txt); 3. 'SolarAPP+ Approval Document' (Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .csv, .rtf, .txt); 4. 'SolarAPP+ Inspection Checklist' (Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .csv, .rtf, .txt).


A blue rectangular button with a white dropdown menu labeled 'Select Type' and a plus sign icon. Below the dropdown is the text 'Add Attachment'.

In addition to the required documents, you may attach additional documents that may help in the completion of the project. There will be one block with a dropdown listing the various types of documents you may want to attach. For example, prior to requesting an inspection, you **MUST** upload Photos and Solar Certification.

A dropdown menu with a white background and a blue border. The menu is open, showing a list of document types. The items are: 'Select Type', 'Contractor's License', 'County Business License', 'Engineer Structural Letter', 'Other', 'Photos', 'Residential SolarApp+ Worksheet', 'Roof/Panel Layout', 'Solar Certification', 'SolarAPP+ Approval Document', and 'SolarAPP+ Inspection Checklist'. The items 'Photos' and 'Solar Certification' are highlighted with red rectangular boxes.

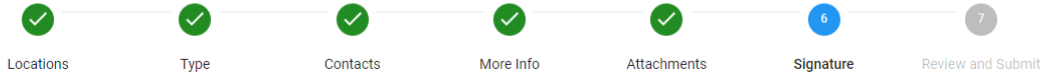
Select **NEXT** to continue after you have attached your documents.

8. Prior to getting to the final “Summary” page for your review, you will be required to “sign” the application you are submitting. Please read the statement and sign the application in order to continue.

 **Please note:** You do not need to “draw” the signature. You can switch the “Enable type signature” on and that will allow you to “type” the signature.

Enable Type Signature

Apply for Permit - Building Residential SolarAPP+ *REQUIRED



SIGNATURE

I certify that the County has approved my company to submit SolarApp+ Permit Applications.

I also hereby certify that I have the authority to make the foregoing application, that the information given is correct, and that all construction will comply with the Virginia Uniform Statewide Building Code and applicable ordinances. The permit holder is the responsible party for compliance with the VUSBC and other ordinances.

Per the Virginia Uniform Statewide Building Code, section 108.8 Time limitation of application, applications shall be deemed abandoned six (6) months after the date of filing.


* Please type your name as consent to electronically sign this application.


Enable Type Signature

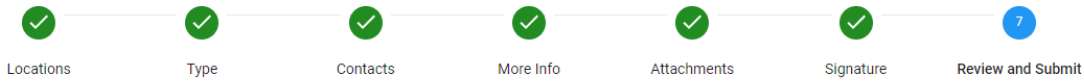
PRINCE WILLIAM COUNTY
February, 21 2024

 Rosa Moran

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9. The final page is a Summary page for your review. Carefully scroll down the information and confirm everything is correct prior to submitting. If you need to make changed you can go “BACK” by clicking on the BACK button at the bottom of the page ()

 **Please note:** Do not click on the browser “back” button or you will lose the updates you have made up until that point. If you need to go back to fix something, please click on the “BACK” button at the bottom of the screen.



Submit

Locations

Site Address 12740 STONE LINED CIR, WOODBRIDGE, VA 22192

Parcel Number 8193-22-0877

Basic Info

Type Building Residential SolarAPP+

Description Installation of solar panels on existing residential roof. 8.74 kW. Addition of 2 0-30A circuits.

Square Feet 437

Valuation 10488

Applied Date 02/21/2024

Contacts

Contractor ROSA MORAN
 PRINCE WILLIAM COUNTY
 5 COUNTY COMPLEX CT, WOODBRIDGE, VA, United States, 22192

Please note: The system does display "estimated fees". However, fees will not be collected or required. The Board of County Supervisors approved the establishment of a one-time Residential Solar Fee Reduction program for Fiscal Year 2023 on Board Resolution 23-377. Residential solar projects with an application date of 9/1/2023 through 6/30/2024 will see "BOCS Waived" as the payment method on all qualifying receipts.

Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Repair and Alteration - Residential (R-3,4,5)	\$104.31

Total: \$104.31

Once you are satisfied with the application, click on the **SUBMIT** button.

More Info

General Information

Permit Name SMITH PROPERTY - SOLAR PANELS
Plan Code Book IRC
Plan Code Year 2021

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Permit Items

SolarAPP Approval ID SA-DEMO20230426-633-1-825-A
Fast Track Permit Options
 County Typical Residential Deck
 County Typical Residential Solar
 PDR- Post Damage Repair (Residential & Commercial)
 Not Applicable

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Attachments

Residential SolarApp+ Worksheet	ResidentialSolarAPPWorksheet.pdf
SolarAPP+ Approval Document	SolarApp Approval Document.pdf
SolarAPP+ Inspection Checklist	SolarApp Inspection Checklist.pdf
Engineer Structural Letter	Engineer Structural Letter.pdf

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10. After a short wait, the permit screen will reappear with a permit number and all the information that was submitted. Note that the permit Status is shown as **Issued**, with an Issued Date listed.

Dashboard Home Apply My Work Today's Inspections Map Fee Estimator Search Hearings and Meetings Calendar 5 I Want To...

✓ Your permit application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly.

Permit Number: BLD2024-00025

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Building Residential SolarAPP+	Status:	Issued	Project Name:	
IVR Number:	768074	Applied Date:	02/21/2024	Issue Date:	02/21/2024
District:	30 - Occoquan	Assigned To:		Expire Date:	
Square Feet:	437.00	Valuation:	\$10,488.00	Finalized Date:	
Description:	Installation of solar panels on existing residential roof. 8.74 kW. Addition of 2 0-30A circuits.				

11. At this point, you may print your permit and view any of the attachments that were uploaded at your leisure.

Permit Number: BLD2024-00025



[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Building Residential SolarAPP+	Status:	Issued	Project Name:	
IVR Number:	768074	Applied Date:	02/21/2024	Issue Date:	02/21/2024
District:	30 - Occoquan	Assigned To:		Expire Date:	
Square Feet:	437.00	Valuation:	\$10,488.00	Finalized Date:	
Description:	Installation of solar panels on existing residential roof. 8.74 kW. Addition of 2 0-30A circuits.				

- Summary
- Locations
- Fees
- Inspections
- Attachments
- Contacts
- Sub-Records
- More Info

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Attachments

Sort Needs Action

<p>Attachment</p> <p style="color: blue; font-size: small;">ResidentialSolarAPPWorksheet.pdf</p> <p style="color: blue; font-size: x-small;">Uploaded: 02/21/2024</p>	<p>Attachment</p> <p style="color: blue; font-size: small;">SolarApp Approval Document.pdf</p> <p style="color: blue; font-size: x-small;">Uploaded: 02/21/2024</p>	<p>Attachment</p> <p style="color: blue; font-size: small;">SolarApp Inspection Checklist.pdf</p> <p style="color: blue; font-size: x-small;">Uploaded: 02/21/2024</p>	<p>Attachment</p> <p style="color: blue; font-size: small;">Engineer Structural Letter.pdf</p> <p style="color: blue; font-size: x-small;">Uploaded: 02/21/2024</p>
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PRINCE WILLIAM COUNTY

Department of Development Services
Building Development Division

BUILDING PERMIT

PERMIT NO: BLD2024-00025 **DATE ISSUED:** 02/21/2024
MASTER NO: BLD2024-00025 **IVR PIN #:** 768074

THIS PERMIT IS ISSUED FOR CONSTRUCTION IN ACCORDANCE WITH THE PROVISIONS OF THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE, ADOPTED BY THE BOARD OF COUNTY SUPERVISORS OF PRINCE WILLIAM COUNTY, VIRGINIA.

NOTICE and WARNING

A COPY OF THIS PERMIT MUST BE POSTED AT THE CONSTRUCTION SITE FOR THE DURATION OF THE PERMIT.

IN ACCORDANCE WITH THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE (VUSBC), §110.6 ABANDONMENT OF WORK, A BUILDING OFFICIAL SHALL BE PERMITTED TO REVOKE A PERMIT IF AUTHORIZED WORK IS NOT COMMENCED WITHIN SIX (6) MONTHS AFTER ISSUANCE OF THE PERMIT, OR IF AUTHORIZED WORK ON THE SITE IS SUSPENDED OR ABANDONED FOR A PERIOD OF SIX (6) MONTHS AFTER THE PERMIT IS ISSUED.

THIS PERMIT DOES NOT SUPERCEDE COVENANTS APPLICABLE TO THIS PROPERTY.

PERMIT NAME: SMITH PROPERTY - SOLAR PANELS	PERMIT WORK CODE: R - SolarAPP
OWNER:	PERMIT HOLDER: PRINCE WILLIAM COUNTY
PREMISE ADDRESS: 12740 STONE LINED CIR	
GPIN: 8193-22-0877	SUBDIVISION: REIDS PROSPECT S3
MAP PAGE: 5991	MAP GRID: E2
CODE BOOK: IRC	CODE YEAR: 2021

GENERAL DESCRIPTION: Installation of solar panels on existing residential roof. 8.74 kW. Addition of 2 0-30A circuits.

BUILDING OFFICIAL
 LIEN AGENT NAME: NONE DESIGNATED
 LIEN AGENT ADDRESS:
 LIEN AGENT PHONE:

Electronically Issued

ISSUING AGENT

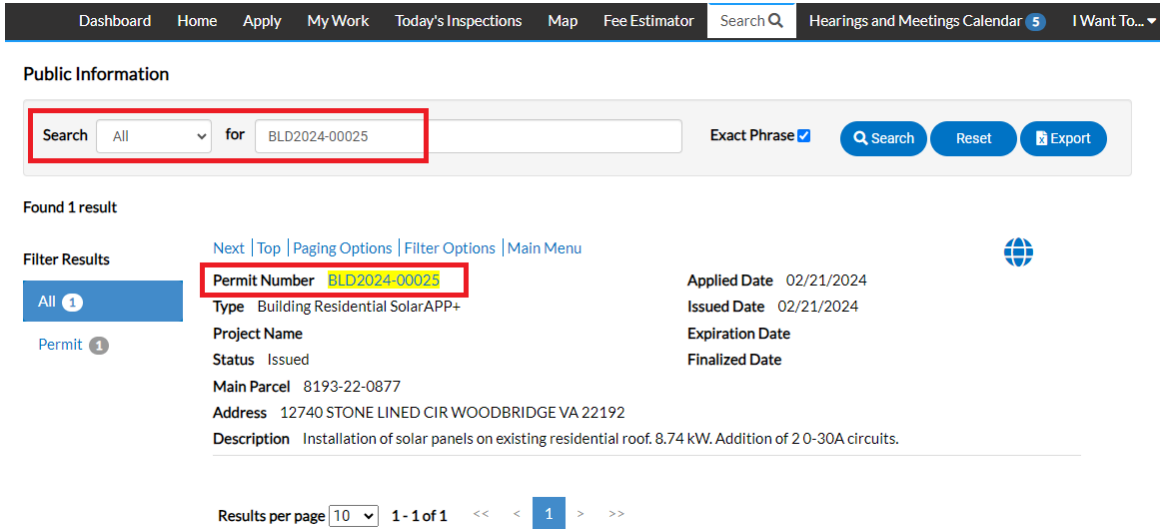
PERMIT HOLDER IS RESPONSIBLE TO CONTACT THE COUNTY WHEN STAGES OF CONSTRUCTION ARE REACHED THAT REQUIRE INSPECTIONS. INSPECTIONS REQUESTED BEFORE 3:00 PM MAY BE SCHEDULED FOR THE FOLLOWING WORKDAY UNLESS THE INSPECTION WORKLOAD IS FULL FOR THAT DAY.

Obtaining SolarAPP+ Electrical Permit

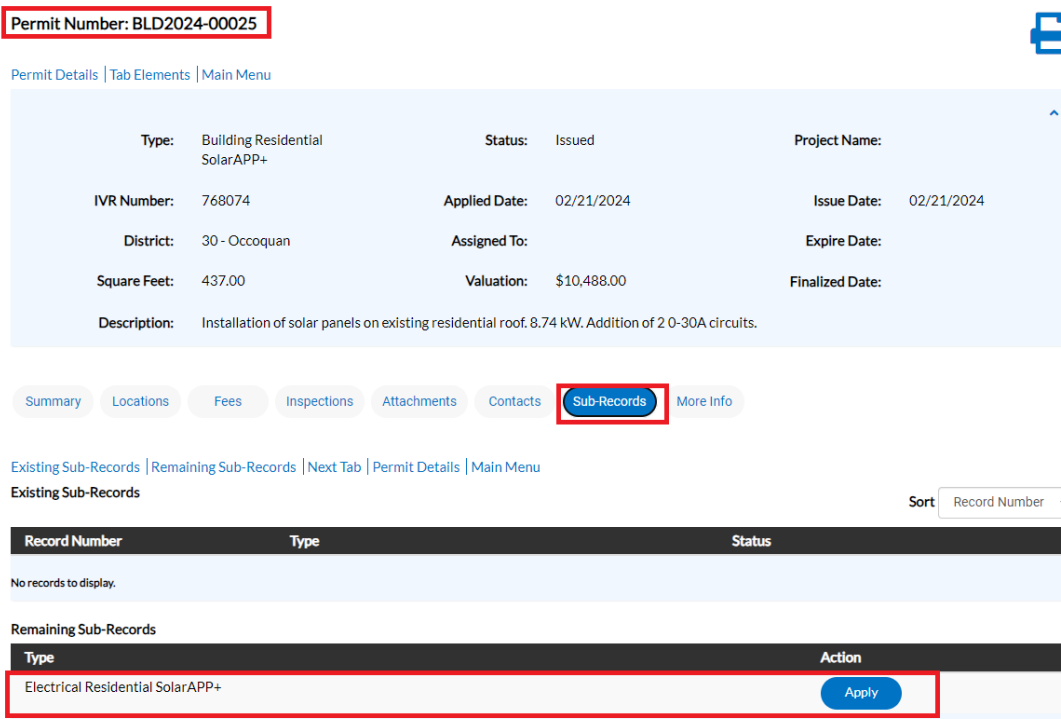
1. Please log into your ePortal account, and click on the **SEARCH** menu item.



2. Search for the master SolarAPP+ Building Permit and open the record.



3. Go to the SUB-RECORDS tab and look in the "Remaining Sub-Permits" section for a list of permits you are able to apply for on-line.



- Click on the **“Apply”** button next to the trade permit you are obtaining to start the process. Please make sure to verify the Permit Type and Location of the master Building Permit before you apply so that the trade permit isn’t linked to the incorrect building permit. You can also verify the information at the start of the application process prior to proceeding.
- Once you have verified the location information is correct, click on **NEXT** to go to the next step.

Apply for Permit - Electrical Residential SolarAPP+ *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

LOCATIONS

ELECTRICAL PERMIT SHOULD BE OBTAINED THROUGH SUB-RECORDS TAB OF THE BUILDING PERMIT IF ONE EXISTS.

When searching for an address, please just enter the street number and street name. Do not enter a street type or Units/Suites.

Type: Site Address
 US
 12740 STONE LINED CIR,
 WOODBRIDGE, VA, 22192

Main Address

Parcel Number
 8193-22-0877

Main Parcel

[Remove](#)

Site Address

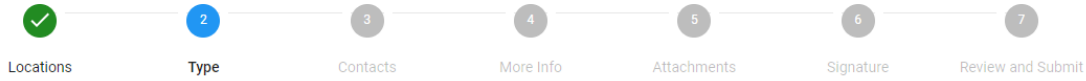
Add Location

+

[Save Draft](#) [Next](#)

- After verifying the location, the next step is Type. You’ll notice the “Permit Type” is already populated for you, and in some cases Description and Square Feet will be as well. The fields with an asterisk, such as the Valuation, are required.

Enter or update the Description as needed, confirm/adjust square footage, and enter the Valuation (cost of the job). Please do not use commas or decimal points in the Valuation field. When you are finished, click **NEXT**.



PERMIT DETAILS

ELECTRICAL PERMIT SHOULD BE OBTAINED THROUGH SUB-RECORDS TAB OF THE BUILDING PERMIT IF ONE EXISTS.

Fill in all required fields marked with a "red" star. In the description type in the scope of work.

If you applied from a master building permit, please do not remove any existing description, but you may add to the description to further explain your scope of work.

Valuation MUST be greater than zero!

* Permit Type: Electrical Residential SolarAPP+
* Description: Installation of solar panels on existing residential roof. 8.74 kW. Addition of 2 0-30A circuits.
Square Feet: 437
* Valuation: 0

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7. The next step is to verify/remove or add any additional contacts related to your permit. Some contacts such as the owner or tenant may also carry down from the master Building Permit. Please note, you as the "contractor" logged into the application are automatically added as the contractor. You are the only person/contact that cannot be removed.



CONTACTS

When searching for a contact to add to a case, if you do not find the contact you wish to add, please contact Building Development (DDS@pwcgov.org) so that they can add the new contact to the Global Directory. You'll then be able to add them to your cases or your favorites for later use. When adding a contact use Contact Type "Authorized Agent" for co-workers from the same company. Please do NOT remove any contact that is not related to your company. The contacts you see are there for a reason. If you have any questions about a contact you see, please contact Building Development (DDS@pwcgov.org).

Authorized Agent: JANE DOE (Remove)
Contractor: PRINCE WILLIAM COUNTY, ROSA MORAN (You), 5 COUNTY COMPLEX, WOODBRIDGE, VA, United States, 22192
Owner: JOHN SMITH (Remove)
Add Contact (+)

Back Save Draft Next

If you need to add an additional contact, please refer to the instructions above in the "[Obtaining a SolarAPP+ Building Permit](#)" section. Click the **NEXT** button once you are ready to move on.

- The next step is to update the permit with the work you plan to perform. You do that by populating the appropriate fields on the permit. In some cases the fields will be prepopulated from data carried down from the master Building Permit. Those items often include the Permit Name, Plan Code Book and Code Year.

In this case the SolarAPP+ Approval ID also carries down from the Building Permit.

Scroll down the list of custom fields and update those that are appropriate for the work you are applying for.

MORE INFO

For Permit Name, if not already populated, please enter the last name of the owner (like *SMITH SOLAR PANELS*). Select IRC for the Code Book. Make sure to enter the "Master Building Permit" number in the Master Permit field if a Building master exists.

Any **RED** field you see is a required field and must be populated before you can continue. Custom fields are listed in one large column, make sure to scroll down the whole list as you may not find the field where you expect it.

General Permit Items

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Permit Name

*Plan Code Book

*Plan Code Year

Master Permit Number

- *Fast Track Permit Options
- County Typical Residential Deck
 - County Typical Residential Solar
 - PDR- Post Damage Repair (Residential & Commercial)
 - Not Applicable

Solar Panel Details

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*Solar Panels

*SolarAPP Approval ID

Service [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Power Company

Exact Service Size

Subpanels

Circuits

Equipment/Switches [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Switches

Stationary Equipment / Appl.

Other Permit Items [Previous Section](#) | [Top](#) | [Main Menu](#)

Miscellaneous Item

Miscellaneous Item Description

Please note: In some cases you will see the following fields... don't worry... these are usually calculated "total" field which update within the application once you've submitted your permit. Just ignore these types of fields if you see one.



Total Number of Items

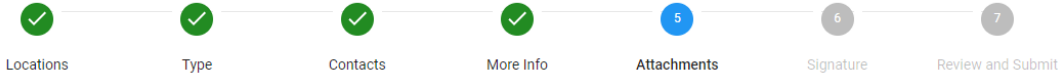
In other cases, you will see fields which are highlighted in "red"... those are required custom fields and need to be populated prior to proceeding to the next step. Below is an example of what one might look like.

*Solar Panels

Solar Panels is required.

Once you are finished updating the fields, select **NEXT** to move on.

- 9. The next section are attachments. You are not required to enter anything in this area for a residential electrical SolarAPP+ permit. You should check that all of the required documents were uploaded to the Building Permit. The list of the required documents that need to be uploaded to the Building Permit is shown on this page.



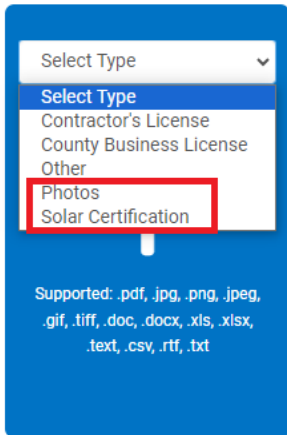
Attachments

PLEASE MAKE SURE THAT ALL APPROPRIATE DOCUMENTS HAVE BEEN UPLOADED TO THE BUILDING PERMIT.

Please ensure these documents have been attached to the Building Permit as PDF's:


- 1. SolarAPP+ Approval Document
- 2. SolarAPP+ Inspection Checklist
- 3. Engineer Structural Letter
- 4. Residential SolarAPP+ Worksheet (a copy of this worksheet can be found in the [Building Development Forms Management System](#) website)

In addition to the required documents, you may attach additional documents that may help in the completion of the project. There will be one block with a dropdown listing the various types of documents you may want to attach. For example, prior to requesting an inspection, you **MUST** upload Photos and Solar Certification.

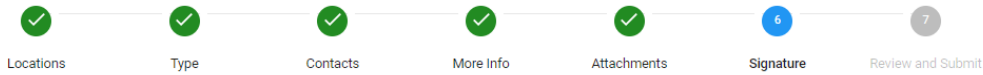


Select **NEXT** to continue after you have attached your documents.

10. Prior to getting to the final "Summary" page for your review, you will be required to "sign" the application you are submitting. Please read the statement and sign the application in order to continue.

 **Please note:** You do not need to "draw" the signature. You can switch the "Enable type signature" on and that will allow you to "type" the signature.

Enable Type Signature



SIGNATURE

I hereby certify that I have the authority to make the foregoing application, that the information given is correct, and that all construction will comply with the Virginia Uniform Statewide Building Code and applicable ordinances. The permit holder is the responsible party for compliance with the VUSBC and other ordinances.

Per the Virginia Uniform Statewide Building Code, section 108.8 Time Limitation of application, applications shall be deemed abandoned six (6) months after the date of filing.

* Please type your name as consent to electronically sign this application.

Rosa Moran

Enable Type Signature

Rosa Moran


PRINCE WILLIAM COUNTY
February, 21 2024

X *Rosa Moran*

Back

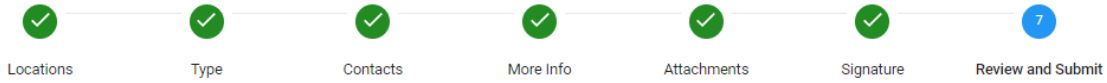
Save Draft

Next

11. The final page is a Summary page for your review. Carefully scroll down the information and confirm everything is correct prior to submitting. If you need to make a change you can go "BACK" by clicking on the BACK button at the bottom of the page ()



Please note: Do not click on the browser "back" button or you will lose the updates you have made up until that point. If you need to go back to fix something, please click on the "BACK" button at the bottom of the screen.



Submit

Locations

Site Address 12740 STONE LINED CIR, WOODBRIDGE, VA., 22192

Parcel Number 8193-22-0877

Basic Info

Type Electrical Residential SolarAPP+
 Description Installation of solar panels on existing residential roof. 8.74 kW. Addition of 2 0-30A circuits.
 Square Feet 437
 Valuation 8000
 Applied Date 02/21/2024

Contacts

Authorized Agent JANE DOE

Contractor ROSA MORAN
 PRINCE WILLIAM COUNTY
 5 COUNTY COMPLEX CT, WOODBRIDGE, VA, United States, 22192



Please note: The system does display "estimated fees". However, fees will not be collected or required. The Board of County Supervisors approved the establishment of a one-time Residential Solar Fee Reduction program for Fiscal Year 2023 on Board Resolution 23-377. Residential solar projects with an application date of 9/1/2023 through 6/30/2024 will see "BOCS Waived" as the payment method on all qualifying receipts.

Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Electrical Existing - Res Stationary/Pumps	\$320.39
Electrical Existing - Resi Fixtures/Recep/Switches	\$10.44
Electrical Existing - Residential Base	\$52.16
Electrical Existing - Residential Circuits	\$10.38
Electrical Existing - Residential Subpanel	\$29.57

Total: \$422.94

More Info

General Permit Items

[Next Section](#) | [Top](#) | [Main Menu](#)

Permit Name	SMITH PROPERTY - SOLAR PANELS								
Plan Code Book	IRC								
Plan Code Year	2021								
Master Permit Number	BLD2024-00025								
Fast Track Permit Options	<table><tr><td><input type="checkbox"/></td><td>County Typical Residential Deck</td></tr><tr><td><input type="checkbox"/></td><td>County Typical Residential Solar</td></tr><tr><td><input type="checkbox"/></td><td>PDR- Post Damage Repair (Residential & Commercial)</td></tr><tr><td><input checked="" type="checkbox"/></td><td>Not Applicable</td></tr></table>	<input type="checkbox"/>	County Typical Residential Deck	<input type="checkbox"/>	County Typical Residential Solar	<input type="checkbox"/>	PDR- Post Damage Repair (Residential & Commercial)	<input checked="" type="checkbox"/>	Not Applicable
<input type="checkbox"/>	County Typical Residential Deck								
<input type="checkbox"/>	County Typical Residential Solar								
<input type="checkbox"/>	PDR- Post Damage Repair (Residential & Commercial)								
<input checked="" type="checkbox"/>	Not Applicable								

Solar Panel Details

[Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Solar Panels	23
SolarAPP Approval ID	SA-DEMO20230426-633-1-825-A

Service

[Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Power Company	
Exact Service Size	
Subpanels	1
Circuits	3

Equipment/Switches

[Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Switches	1
Stationary Equipment / Appl.	

Once you are satisfied with the application, click on the SUBMIT button.

Other Permit Items

[Previous Section](#) | [Top](#) | [Main Menu](#)

Miscellaneous Item	
Miscellaneous Item Description	

Attachments

[Back](#) [Save Draft](#) [Submit](#)

12. After a short wait, the permit screen will reappear with a permit number and all the information that was submitted. Note that the permit Status is shown as **Issued**, with an Issued Date listed.

Dashboard Home Apply My Work Today's Inspections Map Fee Estimator Search Hearings and Meetings Calendar I Want To...

Permit Number: ELE2024-00006

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Electrical Residential SolarAPP+	Status:	Issued	Project Name:	
IVR Number:	768075	Applied Date:	02/21/2024	Issue Date:	02/21/2024
District:	30 - Occoquan	Assigned To:		Expire Date:	
Square Feet:	437.00	Valuation:	\$8,000.00	Finalized Date:	
Description:	Installation of solar panels on existing residential roof. 8.74 kW. Addition of 2 0-30A circuits.				

13. At this point, you may print your permit and view any of the attachments that were uploaded at your leisure.

Permit Number: ELE2024-00006



Permit Details | Tab Elements | Main Menu

Type:	Electrical Residential SolarAPP+	Status:	Issued	Project Name:	
IVR Number:	768075	Applied Date:	02/21/2024	Issue Date:	02/21/2024
District:	30 - Occoquan	Assigned To:		Expire Date:	
Square Feet:	437.00	Valuation:	\$8,000.00	Finalized Date:	
Description:	Installation of solar panels on existing residential roof. 8.74 kW. Addition of 2 0-30A circuits.				

- Summary
- Locations
- Fees
- Inspections
- Attachments**
- Contacts
- Sub-Records
- More Info



PRINCE WILLIAM COUNTY

Department of Development Services
Building Development Division

ELECTRICAL PERMIT

PERMIT NO: **ELE2024-00006** DATE ISSUED: 02/21/2024
MASTER NO: **BLD2024-00025** IVR PIN #: 768075

THIS PERMIT IS ISSUED FOR CONSTRUCTION IN ACCORDANCE WITH THE PROVISIONS OF THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE, ADOPTED BY THE BOARD OF COUNTY SUPERVISORS OF PRINCE WILLIAM COUNTY, VIRGINIA.

NOTICE and WARNING

A COPY OF THIS PERMIT MUST BE POSTED AT THE CONSTRUCTION SITE FOR THE DURATION OF THE PERMIT.

IN ACCORDANCE WITH THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE (VUSBC), §110.6 ABANDONMENT OF WORK, A BUILDING OFFICIAL SHALL BE PERMITTED TO REVOKE A PERMIT IF AUTHORIZED WORK IS NOT COMMENCED WITHIN SIX (6) MONTHS AFTER ISSUANCE OF THE PERMIT, OR IF AUTHORIZED WORK ON THE SITE IS SUSPENDED OR ABANDONED FOR A PERIOD OF SIX (6) MONTHS AFTER THE PERMIT IS ISSUED.

THIS PERMIT DOES NOT SUPERCEDE COVENANTS APPLICABLE TO THIS PROPERTY.

PERMIT NAME: SMITH PROPERTY - SOLAR PANELS PERMIT WORK CODE: R - SolarAPP
OWNER: JOHN SMITH PERMIT HOLDER: PRINCE WILLIAM COUNTY
PREMISE ADDRESS: 12740 STONE LINED CIR
GPIN: 8193-22-0877 SUBDIVISION: REIDS PROSPECT S3
MAP PAGE: 5991 MAP GRID: E2
CODE BOOK: IRC CODE YEAR: 2021

GENERAL DESCRIPTION: Installation of solar panels on existing residential roof. 8.74 kW. Addition of 2 0-30A circuits.

BUILDING OFFICIAL

Electronically Issued

ISSUING AGENT

PERMIT HOLDER IS RESPONSIBLE TO CONTACT THE COUNTY WHEN STAGES OF CONSTRUCTION ARE REACHED THAT REQUIRE INSPECTIONS. INSPECTIONS REQUESTED BEFORE 3:00 PM MAY BE SCHEDULED FOR THE FOLLOWING WORKDAY UNLESS THE INSPECTION WORKLOAD IS FULL FOR THAT DAY.

INSPECTION REQUEST CENTER: WWW.PWCGOV.ORG/EPORTAL or 1-866-457-5280 (IVR).
FOR THE EPORTAL WEBSITE YOU MUST HAVE A LOGIN AND PASSWORD

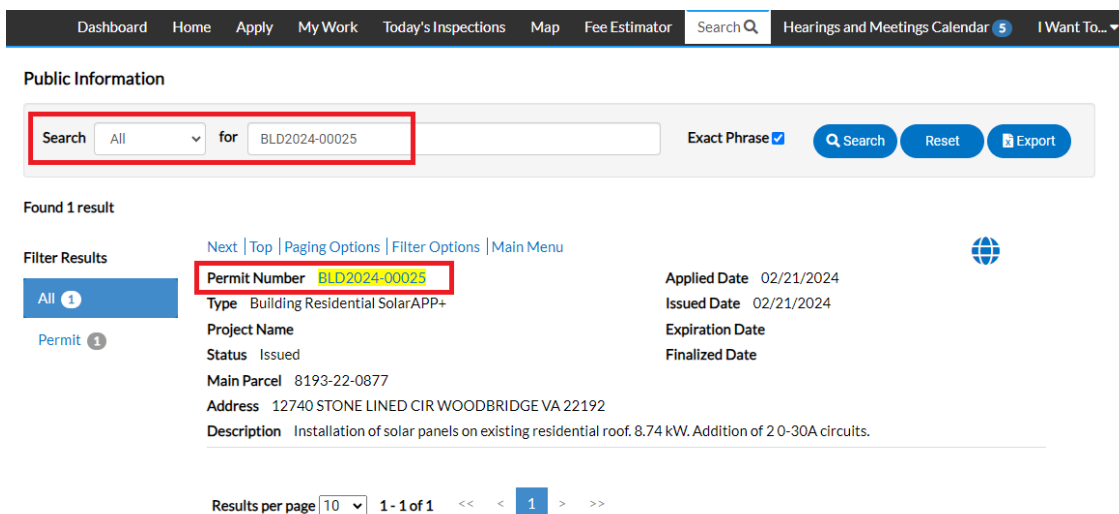
Requesting a SolarAPP+ Inspection

In order to schedule, cancel or check inspection status, you must be logged into your ePortal/Citizen Self Service (CSS) account and associated as a contact to the permit. If you do not have an ePortal/CSS account, please review the help document on “Registering for an ePortal/Citizen Self Service (CSS) Account”. To link your contact to the associated cases, contact another person who is already linked to the case and they can log in and associate you to the appropriate permit.

1. Please log into your ePortal account, and click on the **SEARCH** menu item.



2. Search for the SolarAPP+ Building or Electrical Permit and open the record.



3. Go to the INSPECTIONS tab, scroll down to the Request Inspections section and check the box for the inspection you wish to schedule. Click on **REQUEST INSPECTION** button.

Permit Number: BLD2024-00025 

Permit Details | [Tab Elements](#) | [Main Menu](#)

Type:	Building Residential SolarAPP+	Status:	Issued	Project Name:	
IVR Number:	768074	Applied Date:	02/21/2024	Issue Date:	02/21/2024
District:	30 - Occoquan	Assigned To:		Expire Date:	
Square Feet:	437.00	Valuation:	\$10,488.00	Finalized Date:	
Description:	Installation of solar panels on existing residential roof. 8.74 kW. Addition of 2 0-30A circuits.				

Summary Locations Fees **Inspections** Attachments Contacts Sub-Records More Info

[Existing Inspections](#) | [Request Inspections](#) | [Optional Inspections](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Existing Inspections

Sort: Description

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
No records to display.						

Request Inspections


Sort: Order

Description	Reinspection	Action
a 158R Building SolarAPP Final	No	<input checked="" type="checkbox"/>

Results per page: 10 1 - 1 of 1 << < 1 > >>

Request Inspection

4. You have now been taken to the Request Inspection screen where you'll notice there are three required fields as well as an important note. Please read the note and then enter the requested information into the required fields. Once you are done select **SUBMIT** button.

#BLD2024-00025 

Inspection Type: 158R Building SolarAPP Final Case Type: Building Residential SolarAPP+

Address: 12740 STONE LINED CIR WOODBRIDGE, VA 22192


Please upload any required documents to your permit for this inspection through your ePortal account. Inspections may be rejected if required documents are not attached to the permit.

The following required documents are due PRIOR to scheduling of your inspection.

- Photos
- Solar Certification

* Contact Name:

* Contact Phone:

* Requested Date: 

Comments/Gate Code:

Submit

5. You will receive confirmation that the request went through if there were no outstanding issues with the permit.


1 Case #BLD2024-00025

Inspection Type: 158R Building SolarAPP Final
Case Type: Building Residential SolarAPP+
Address: 12740 STONE LINED CIR WOODBRIDGE, VA 22192

Requested Date 02/22/2024

Comments/Gate Code

Contact Name Rosa Moran
Contact Phone (555) 555-5555



6. Final step is to return to the permit and upload the requested Photos and Solar Certification as required.

Dashboard Home Apply My Work Today's Inspections Ma





← Back

Request Inspections (1)

Summary Locations Fees Inspections **Attachments** Contacts Sub-Records More Info

Attachments | Next Tab | Permit Details | Main Menu

Attachments Sort Needs Action

 Attachment ResidentialSolarAPPWorksheet.pdf Uploaded: 02/21/2024	 Attachment SolarApp Approval Document.pdf Uploaded: 02/21/2024	 Attachment SolarApp Inspection Checklist.pdf Uploaded: 02/21/2024	 Attachment Engineer Structural Letter.pdf Uploaded: 02/21/2024
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Photos

Add Attachment

Solar Panel Photos.JPG
Size: 71.41 KB
Remove

Attachment
ResidentialSolarAPPWorksheet.p
df
Uploaded: 02/21/2024

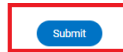
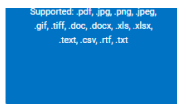
Attachment
SolarApp Approval Document.pdf
Uploaded: 02/21/2024

Attachment
SolarApp Inspection Checklist.pdf
Uploaded: 02/21/2024

Attachment
Engineer Structural Letter.pdf
Uploaded: 02/21/2024

- Solar Certification
- Contractor's License
- County Business License
- Engineer Structural Letter
- Other
- Photos
- Residential SolarAPP+ Worksheet
- Roof/Panel Layout
- Solar Certification
- SolarAPP+ Approval Document
- SolarAPP+ Inspection Checklist
- gif, tiff, doc, docx, xls, xlsx, text, csv, rtf, txt

Remember: Click **SUBMIT** after you finish attaching the documents!



Please note: Inspections can also be requested through the IVR system. However, doing so will still require you to log into the ePortal system to upload the required Photos and Solar Certification to the Building or Electrical permit cases.

The IVR (Interactive Voice Response) system:



- The phone number is 1-866-457-5280.
- You do not need to have an ePortal account or a computer to schedule inspections if you use the IVR.
- The IVR no longer asks you for your permit number. You will be required to have the 6 digit IVR pin number associated with your permit. Your pin number is located on the top right hand corner of your permit. If you are unable to locate your pin number, please visit www.pwcva.gov/ePortal or call us at 703-792-6875.