



SOLAR PANEL APPLICATION INFORMATION

P: (417) 581-2407

Application Instructions

Complete a Solar Panel Application and submit it with the required documents on SmartGov. See the following pages for instructions on accessing and using SmartGov for your permit.

Required Documents

- Sealed Drawings and Specification Plans.
- Copy of the Net Metering Approval Letter from Liberty (Empire) Utilities.

Utility Line Location

It is very important to accurately locate any utilities on your property prior to any excavation, including fence post holes, to prevent personal injury or utility damage. All utilities will be located free by calling Missouri One-Call System Inc. 1-800-344-7483 Please call for the locate three (3) to ten (10) days prior to digging.

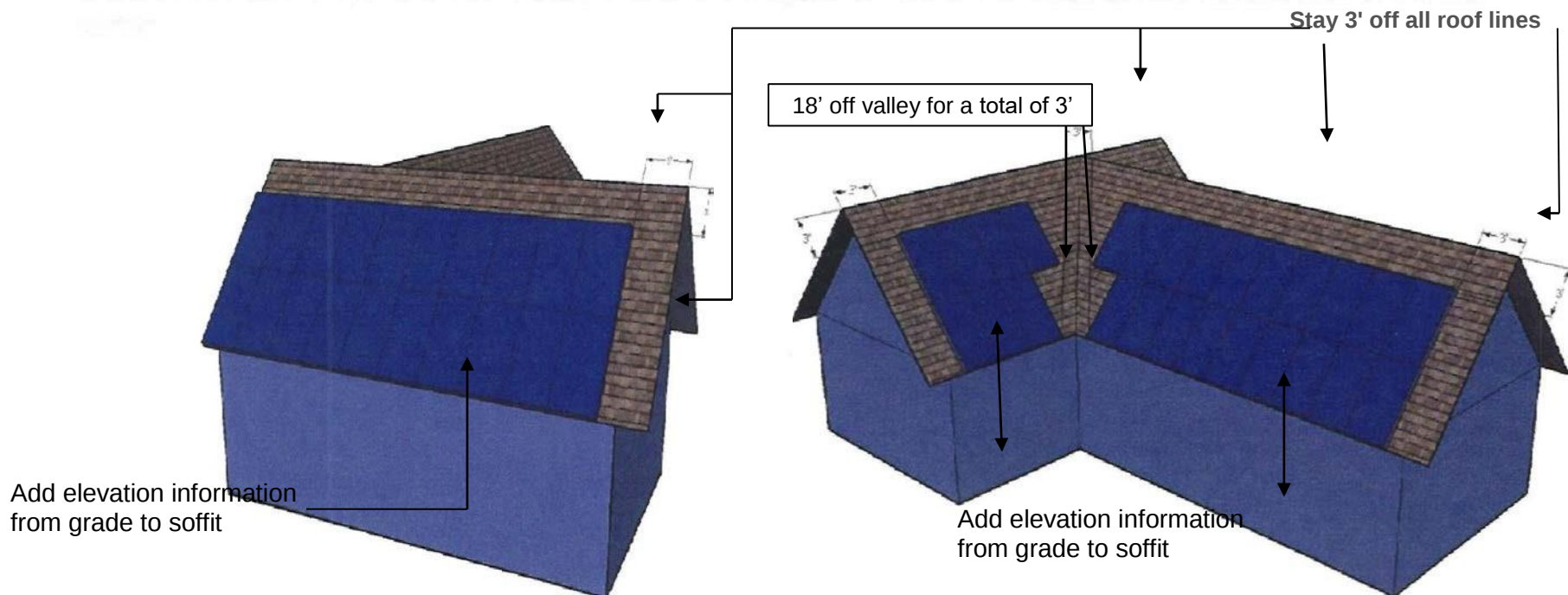
Inspection Requests

Inspections are to be requested through the SmartGov site. Inspections must be requested by 7:00 a.m. in order to be placed on the schedule for that day. The required inspections are footing (if applicable), electrical (if applicable), plumbing (if applicable), and final.

The IFC states in article 1204.2.1.1 that "Not fewer than two 36-inch wide pathways on separate roof planes, from lowest roof edge to ridge, shall be provided on all buildings. Not fewer than one pathway shall be provided on the street or driveway side of the roof. For each roof plane with a photovoltaic array, not fewer than one 36-inch pathway from lowest roof edge to ridge shall be provided on the same roof plane as the photovoltaic array, on an adjacent roof plane or straddling the same and adjacent roof planes."

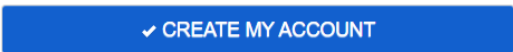
The IFC states in article 1204.3 that "access to systems for buildings, other than those containing Group R-3 occupancies, shall be provided in accordance with sections 1204.3.1 through 1204.3.3. *Exception* Where it is determined by the **Fire Code Official** that the roof configuration is similar to that of a Group R-3 occupancy, the residential access and ventilation requirements in sections 124.2.1.1 through 1204.2.1.3 are a suitable alternative

In article IBC 1509.7.2, it says that "rooftop-mounted PV systems must not diminish the fire classification of the roof system."



Steps to Sign Up for an Online Account

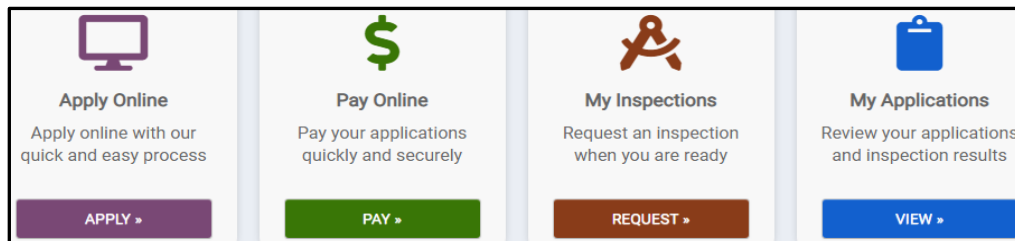
- Visit the City of Ozark website: ozarkmissouri.com, scroll down to the Popular Links on the left, click on “[Permit and License Portal](#)”.
- Choose “My Portal” to reach the Applications home page. Choose the  icon on the top right to begin creating an account.
- Page 1: Use a valid email address & create a password. Leave the “Access Code” box empty unless you are a contractor who has been assigned a code to manage a project.
- Page 2: Enter your contact information.
- Page 3: Review your info & the ‘Terms and Conditions’, checking the box that you agree.

Select  to create the account & prompt the verification email to be sent.

You must open your email and select “verify” before you can access the portal.

Once verified successfully, return to the “My Portal” page to find the options shown below:

****Note:** you may have to log out and log back in for the verification to apply.



Steps to Submit an Application

Select the “Apply” button to reach the first steps & the drop-down options (steps are the same for both licensing and building permit applications)

Step 1: Category – Select the Building Department.

Step 2: Application – Select Solar Permit from the provided list.

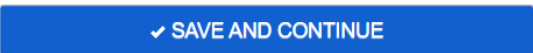
Choose “Next” and begin adding the permit information.

Step 1 – Type: Select the type of permit or license you are applying for.

Step 2 – Location: Enter the street address.

Step 3 – Details: Provide as much info as possible, paying close attention to the (*) indicating fields that are required.

Step 4 – Review: Check over the entered information.

Select  which will generate a window that verifies you have submitted the application, provides the permit number (keep for your records & future reference), shows the status, and sends a confirmation email.

Submittal Documentation (critical for application to be complete)

This is the point in the process where you must add any required site plans, photos, drawings etc.

- All plan drawings must be uploaded as one document as a combined set, not as individual sheets.
- Applications without the necessary documentation will be considered **incomplete** and **will not be processed**.

[Go to my new permit](#)

Choose [Go to my new permit](#) to open the application details. Scroll down to “Submittals” to locate the blue “0 Files” link, as shown circled below. Click the link to open the corresponding upload window.

Submittals
All required documents must be uploaded after submitting your application. Incomplete applications will not be processed.

- Review the “Submittals” below.
- Click the “0 Files” link next to each submittal to upload the required documents.

Submittal	Required	Received	Version	Status
Contact Information Form (Click link to download and fill out form)	Yes		1	Pending 0 Files
Site Plan or Sketch Plan that is a scaled drawing, and must show: property lines, any easement lines, existing buildings, existing fences, and the location of the proposed fence.	Yes		1	Pending 0 Files

Select the [Upload](#) button, then [ADD FILES](#) to find & select your needed documentation. Once located, choose [Begin Upload](#) and wait until there is a green check mark next to your document.

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You may now select “Close” & will be able to see your documents listed under the current version (example below).

Version 1 Pending			
Submitted File	Comments	Date Received	Review S
ozark logo.png	Testing.	5/18/2021 1:31 PM	Pending

Your application is now submitted for review, check the Portal often to see comments from reviewers, status updates, pay fees, etc. The system **does not** automatically send email updates when comments and other details are added.