



Village of Mount Horeb

Mount Horeb Building Inspection
138 E Main St, Mt. Horeb, WI 53572
608-437-9416

mhbuildinginspector@mounthorebwi.info

Solar Photovoltaic (PV) System Permitting Checklist

The pre-submittal checklist below contains the minimum information and project plan details required to be submitted to Mount Horeb's [Mount Horeb Building Inspection](#) when applying to install a residential and commercial/nonresidential solar photovoltaic (PV) system. The intent of using the checklist is to provide transparent and well-defined information to minimize the number of required revisions and improve permit application quality.

Required Permits

A permit must be obtained prior to the start of any work. Complete the following online permit application form(s) and submit any additional required documents from below at:

[BuildingPermitApplication](#)

Residential Solar PV System:

- Electrical Permit
- Building Permit
- Zoning Permit

Commercial/non-residential Solar PV System:

- Electrical Permit
- Building Permit
- Zoning Permit

Solar PV System Plus Technologies:

- Electrical Permit
- Building Permit
- Zoning Permit

Primary Use Ground-Mounted Solar PV System:

- Electrical Permit
- Building Permit
- Zoning Permit

Additional Required Documents

- Site plan should show the location of major components on the property. The site plan should represent relative location of components at site.
PV arrays and energy storage systems in compliance with [IFC fire setback requirements](#) need no separate fire service review.
- Electrical diagram/worksheets should show PV and energy storage system configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, and AC connection to the building.
- Provide spec sheets and manuals for all manufactured components including, but not limited to, PV modules, inverter(s), combiner box, disconnects, and mounting system. (If Available)

Permit Fees

\$50, then based on inspections after that.

Complete fee information can be found in [chapter 14, section 02], of the Village of Mount Horeb, village fee schedule. See [Village Code](#) .

Review Process Timeline

Mount Horeb's building inspection department is committed to providing a timely review of solar PV permit applications. Best efforts are made to review completed residential solar permit applications within 3 business days and commercial/non-residential solar permit applications within 3 business days. These turnaround times are typical, not guaranteed. Mount Horeb's building inspection department has a staff of dedicated individuals, but workloads, vacations, and sick leave can cause unforeseen delays that may impact turnaround time.

Certain circumstances can prolong the permit turnaround time including:

- Applicant does not submit all required information
- Contractor applying for permit is not a licensed contractor
- Equipment is not listed

Permit Status

To check your permit status, you should have received an email confirmation that you can use to track the status or one of the following: email [Mount Horeb Building Inspection](#) or call 608-437-9416.

Permit Expiration

All permits expire one year after date of issue. Failure to start the work authorized by a permit within this six-month period renders the permit invalid and a new permit must be obtained. Once work begins, noticeable progress must continue until completion. All work must be complete within (18) months of a permit issue date.

Scheduling an Inspection and the Inspection Process

To schedule an inspection please email [Mount Horeb Building Inspection](#) or call 608-437-9416.

Contact Information

Email: mhbuildinginspector@mounthorebwi.info

Phone: 608-437-9416

Fax: 608-437-3190

Address:

138 E Main St.

Mount Horeb, WI 53572

Hours of Operation

Monday – Thursday Friday

7 a.m. – 4:30 p.m. 7 a.m. – 11 a.m.