



Help information for completing Rigby Solar Array Building Permit Application

You will need to gather the following information to fill in and submit the application:

Parcel Number

Parcel Size (Acre)

City of Rigby Zoning

Location Address (County assigned address, if one has already been assigned to the property)

If in Subdivision, the Name of Subdivision, Lot and Block

Is Property in a Flood Zone

Height to top of Gable

Height to bottom of Eave

Distance eave extends from structure

North Setback

East Setback

West Setback

South Setback

Distance from other buildings on the property

Are there canals on the property

Name of Irrigation Canal

Distance from canal high water mark

General Information:

When filling out the application required items will be one of the following; underlined in red, red asterisk, red lettering annotated behind the document name.

“i” within a circle is a Help Screen. Help screens are available for different cells within the application.

Attach required documents and fully dimensioned plans. Must be in PDF format

ALL CONSTRUCTION MUST COMPLY WITH THE 2018 IRC

All mechanical system(s) must be permitted and inspected by the State of Idaho Division of Occupational and Professional Licenses.

Minimum 15 business days may be required for plan review

Flood Plain – Verify if property is in a flood plain

If in flood plain: Flood Plain Development Permit Application

Elevation Certificate

City of Rigby Zoning Certificate

Recorded Warranty Deed

Must attach copy of active Idaho Contractor License

Site Plan indicating all property lines / setback distances / North arrow / location of all structures, new and existing with dimensions / driveway location / canals and rivers / roads / size of parcel

Roof or ground layout: A plan view layout of the system and equipment

Line diagram: Detailed line wiring diagram of solar energy system and all electrical equipment

Racking/Mounting: Detailed plans for the racking and mounting equipment and the grounding and bonding for the solar energy system. Include manufacturer specification for fasteners and hardware.

Labelling: In color details of all labels used for the solar energy system and all equipment.

Manufacturer Documents: Manufacturer specifications/cut-sheets for all solar energy system equipment (electrical and structural). Installation manuals are not accepted in lieu of the manufacturer's specification/cut sheets. Exception the manufacturer's specification /cut-sheets are not required if the submitted plans are stamped and signed by an Idaho Licensed electrical and structural engineers.

Engineer Letter: Letter signed by and Idaho Licensed Engineer that the roof will support the load of the solar energy system being installed on it.

Minimum 15 business days may be required for plan review

Required Documents to be attached (must be in PDF format):

Complete set of plans

Idaho Contractor

Line diagram of solar

Manufacturer document

Site Plan

Warranty deed

Recommended Documents (required if solar is being installed on roof):

Engineer letter

When you are ready to submit a permit application please go to:

[Jefferson County Planning, Zoning & Building Permit & Application Portal](#)

MINIMUM OF 24 HOURS NOTICE IS REQUIRED TO REQUEST AN INSPECTION.