

# Building Bulletin

## Solar Panel Installations

This guide has been prepared to assist with the building permit requirements for the installation of solar panels as part of a photovoltaic (PV) or solar hot water (SHW) system on a new or existing building.

Solar panel installations impose additional loads on the roof framing that may exceed the roof structures original design. To ensure a building is structurally acceptable for the installation of solar panels, a registered professional qualified in structural engineering will be required to evaluate the buildings structural capacity and attachment of the panels to the structure.

**The following information is required at the time of permit application:**

- Building permit application (a Plumbing permit will be required only if there is an alteration to the plumbing system)
- Agent authorization form (if applicable)
- Architectural details of the solar panel installation, including components and manufacturer's specifications
- Roof plan to show pitch of roof, overall height of the structure including panels, panel location and percentage of roof coverage
- Structural drawings of the solar panel loads, and anchoring details signed and sealed by a structural engineer complete with letters of assurance
- Sealed Engineer's report confirming existing structure is safe to use as support for the installation of solar panels
- An Electrical permit will be required and can be obtained from *Technical Safety BC*

### Get more information

- Building code and bylaw: [building@courtenay.ca](mailto:building@courtenay.ca)
- Zoning and land use: [planning@courtenay.ca](mailto:planning@courtenay.ca)
- Business licence: [businesslicence@courtenay.ca](mailto:businesslicence@courtenay.ca)



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