



City of Bloomington

Residential and Commercial Permit Checklist

for Solar Photovoltaic (PV) Systems

Step 1 – Determine if Installation Meets Zoning Requirements.

If Roof-mounted:

- Does the installation comply with height limits? Height limits vary by location. Check with the Planning Division at (952) 563-8920 to confirm compliance.
- Does the installation extend more than 15 feet above the roof level? If so, a [Conditional Use Permit](#) may be required. If over 15 feet above roof level, check with the Planning Division at (952) 563-8920.

If Ground-mounted:

- Does the installation comply with setback requirements? Setback requirements vary by zoning district. Check with the Planning Division at (952) 563-8920 to confirm compliance.
- Does the installation comply with height limits? Height limits vary by location. Check with the Planning Division at (952) 563-8920 to confirm compliance.
- Does the installation extend more than 15 feet above ground level? If so, a [Conditional Use Permit](#) may be required. If over 15 feet above ground level, check with the Planning Division at (952) 563-8920.

Step 2 – Hire a State Licensed Contractor

Read the [Bloomington Information Sheet](#) before hiring a contractor and use the [Minnesota Department of Labor and Industry](#) to verify their license. Questions regarding contractor licenses should be directed to the Minnesota DOLI at (651) 284-5069 or 1-800-657-3944.

Step 3 – Apply for Appropriate Permits.

Applicants may register online via the [Permit Portal](#). Once registered, applicants may apply for permits through the portal, attach related plans and document submittals, pay fees, view or print documents, and see inspection results via the portal. Please don't hesitate to contact Bloomington Building and Inspections at 952-563-8930 to have our staff walk you through the portal registration and permit submittal process.

Both a Building permit and an Electrical permit must be submitted through the Permit Portal. Note that when beginning a permit application uploading necessary documents is optional and may be uploaded at a later time.

Step 1: Application Type | Step 2: Work Items | Step 3: Description of Work | Step 4: Location
 Step 5: Contacts | Step 6: Upload Files | Step 7: Review & Submit | Step 8: Submitted

Permit Application - Description and Type

Required information is indicated with an asterisk (*).

Choose the application type: * Building

Please categorize the nature of * the work being done: Alteration/Remodel

Please describe the work being * done: Solar Photovoltaic System installation.
 Limit 4000 characters

▼ **Building Use**
 Building Use: [Dropdown]

Completed and signed permit applications (both [Electrical](#), and [Commercial](#) or [Residential](#) Building) may also be e-mailed to inspections@BloomingtonMN.gov (please allow 48 hours for non-building related permits to be issued). Turn around for permit review for PV Systems is less than three days.

If applying electronically you must be able to continue and finish the project electronically. No paper documents will be accepted once the initial application has been accepted online.

Document Submittal

As part of the electrical permit application please be prepared to provide the following information:

- Site plan showing location of the array and relative location of major components
- 1-line electrical diagram that shows PV array configuration, conductors and conduit, over current protection, inverter(s), disconnects, point of utility interconnection
- Specification sheets showing listing: modules, inverter, racking system
- Installation manuals as needed

Associated Fees

Building Permit Applications received without a named contractor requires payment of the plan review portion of fees prior to being accepted. For construction work, these can be found

- on the [Building Permit Fee](#) schedule or on the back of the [Electrical](#) Permit Application OR
- on the Permit Portal under *Estimate Fees*

Step 4 – Inspection

Once permits and plans are approved and a contractor is hired, an inspection can be scheduled through the [Portal Home page](#). The City of Bloomington Building Inspection team has a goal of completing accurate and complete inspection requests, within 3 business days. There are separate inspections for Building Permits and Electrical Permits. There are two electrical inspections (rough-in and final inspection) and one building inspection (final for roof top solar panel installation only).