**Solar Photovoltaic (PV) System Permitting Checklist**

The pre-submittal checklist below contains the minimum information and project plan details required to be submitted to the city of Lacey when applying for a permit to install a residential 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, improve permit application quality, and accelerate the application and review process.

**Codes and Design Criteria**

Lacey has adopted the following codes:

* National Electrical Code, 2020\* Edition, as amended by the State Department of Labor and Industries and the City of Lacey (WAC 296-46B and LMC 14.13).
* International Building Code, 2021 Edition, (Washington Administrative Code 51-50 and Lacey Municipal Code 14.04).
* International Residential Code, 2021 Edition, (WAC 51-51and LMC 14.04).

**Required Permits**

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

Residential Solar PV System:

* Electrical Permit
* Building Permit

Commercial/non-residential Solar PV System:

* Electrical Permit
* Building Permit

**Additional Required Documents**

There are no additional required documents.

**Permit Fees**

The cost to permit your rooftop residential solar is $172 that includes the building and electrical permits. Please see our fee schedule here: [2023FeeScheduleCED.pdf (cityoflacey.org)](https://cityoflacey.org/wp-content/uploads/sites/3/2023/02/2023FeeScheduleCED.pdf).

**Submit Permit Application**

Application should be submitted online at [eTRAKiT (lacey.wa.us)](https://trakitweb.ci.lacey.wa.us/eTRAKiT/). From the homepage you will find the “Apply for a Permit” button located under construction permits. Clicking this button will take you to our log in page, please create an account of login with an existing account. Once you have logged in, you will be directed to the application page.

From the top, please select “Minor Construction” under permit type then select “Solar Panel” from the permit subtype. Fill out all required information, you may attach additional documents but we DO NOT require you to attach documentation. After all required information has been filled out, click “next steps” at the bottom of the page. This should direct you to pay the $172 fee and allow you to submit.

Once you have paid the fee and submitted the application, our permit technicians will be notified and issue the permit. This typically happens the same day.

**Review Process Timeline**

Your permit will be issued within 24 hours of submitting, typically we strive for a same day issue unless submitted during holidays or after close of business.

**Permit Status**

To check your permit status please use [eTRAKiT (lacey.wa.us)](https://trakitweb.ci.lacey.wa.us/eTRAKiT/).

**Permit Expiration**

All permits expire six (6) months after date of issue, and can be pushed out to 1 year if needed.

**Scheduling an Inspection and the Inspection Process**

To schedule an inspection please call 360-491-5642, one of our permit technicians will schedule your electrical and building inspection. This is typically a fast turnover.

A residential solar PV system requires 2 inspections:

* Electrical Inspection
* Building Inspection

Commercial/non-residential Solar PV System:

* Electrical Permit
* Building Permit

**Contact Information**

If you have any questions, please contact us at: Erin Skelley at 360-491-5642 or **planning@cityoflacey.org**. The City of Lacey permitting front desk is located at: 420 College ST SE Lacey, WA 98513. The permitting front desk and city hall is open from 9:00am to 5:00pm.