



City of Norfolk Development
Services Center (757) 664-6565

[Permits | City of Norfolk, Virginia - Official Website](#)

Solar Photovoltaic (PV) System Permitting Information

The pre-submittal checklist below contains the minimum information and project plan details required to be submitted to the City of Norfolk when applying for a permit to install a 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 accelerate the application and review process.

Required Permits

Completed permit applications are required to start the process of getting your permit. Also, ARB and Zoning approval may be needed to process your application. Both Electrical Permit and Building Permits are required for both residential and commercial projects

Required Documents

- Plans that are to scale and legible
- Cover sheet detailing work location, address
- Engineering documents may apply
- Engineer's letter indicating the roof can support the proposed loads
- Plans with solar panels locations
- Panel specific data sheets
- Installation details – with manual

Contractor Requirements

A valid DPOR license that includes Alternative Energy Systems and Electrical specialties

Permit Fees

Building permit fees: \$100.00 Building Permit Fee, \$35.00 Plan Review Fee, Processing Fee \$15.00, and a 2% State Levy, with a minimum permit fee of \$152.00

Electrical permit fees: \$50.00 Electrical Permit Fee, \$15.00 Processing Fee, and a 2% State Levy, with a minimum permit fee of \$66.00

Submission

Permits are requested in the online portal here: norfolkvapermits.force.com and all documentation sent to the following email: planreviewpermits@norfolk.gov

Solar Photovoltaic (PV) System Permitting Information-continued

Review Process Timeline

The Development Services Center is committed to providing timely review of solar PV permit applications. Best efforts are made to review completed residential solar permit applications within 3 days and commercial and industrial solar permit applications in 5 days. These turnaround times are typical, not guaranteed. The City of Norfolk has a staff of dedicated individuals, but workloads, vacations, and sick leave can cause unforeseen delays that may impact the turnaround time.

Certain circumstances that can prolong the permit turnaround time include:

- 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 please email us here: planreviewpermits@norfolk.gov

Permit Expiration

All permits expire six (6) months after date of issue. Failure to start the work authorized by a permit within this six-month period requires a permit extension and resulting fee. Once work begins, noticeable progress must continue until completion. All work must be complete within six (6) months of a permit issue date.

Scheduling an Inspection and the Inspection Process

To schedule an inspection please log into your account on the portal and follow the prompts using the property address or building permit number

A Solar PV system requires 2 Inspections:

- Electrical Final
- Building Final

Contact Information:

Office Phone: (757) 664-6565

Office Email: planreviewpermits@norfolk.gov

Hours of Operation: Monday through Friday, 8:00 AM to 5:00 PM