



# CITY OF MORRIS

610 Oregon Avenue • P. O. Box 438 • Morris, MN 56267 • 320-589-3141 • Fax 320-589-3111 • email: [cityhall@ci.morris.mn.us](mailto:cityhall@ci.morris.mn.us)

## 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 Morris (hereafter, “the city”) when applying for a permit to install a residential and commercial/non-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

For information pertaining to requirements for solar systems installed within city limits, please reference the Morris City Code, Chapter 11, Section 11.70, Subd. 26.

All electric solar energy system components must have a UL or equivalent listing, and must be installed in compliance with the Minnesota State Electric Code. Racking, frames, or other devices that allow the mounting of a solar collector onto a roof surface or the ground must be installed in compliance with the Minnesota Building Code and manufacturer’s recommendations.

### 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 – Obtained via MN Dept of Labor and Industry [here](#)
- Building Permit - A downloadable building permit can be found [here](#), simply check “Solar Rooftop PV” under the Type of Improvement section.
- Conditional-Use Permit – NOTE: Only required if installing ground-mounted solar arrays in Single and Family Residence and Multiple Family Residence Districts.

#### Commercial/non-residential Solar PV System

- Electrical Permit – Obtained via MN Dept of Labor and Industry [here](#)
- Building Permit - A downloadable building permit can be found [here](#), simply check “Solar Rooftop PV” under the Type of Improvement section.
- Conditional-Use Permit – NOTE: Only required if installing ground-mounted solar arrays in Neighborhood Commercial District

## Additional Required Documents

### Site Plan

- Site plan should show the location of major components on the property. The site plan drawing need not be exactly to scale, but it should represent relative location of components at site (see supplied example site plan).
- PV arrays in compliance with [IRC fire setback requirements](#) need no separate fire service review.

### Electrical Diagram

- Electrical diagram/worksheets should show PV system configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, and AC connection to the building.

### Specification sheets and installation manuals (if available)

- Provide spec sheets and manuals for all manufactured components including, but not limited to, PV modules, inverter(s), combiner box, disconnects, and mounting system

## Contractor Requirements

Electrical contractor must have all applicable state licenses for performing general electrical work in good standing.

## Permit Fees

The cost for a rooftop solar PV installation permit is \$36.

## Submit Permit Application

Completed permit applications should be emailed to [cityhall@ci.morris.mn.us](mailto:cityhall@ci.morris.mn.us).

## Review Process Timeline

The city is committed to providing a timely review of solar PV permit applications. Best efforts are made to review completed residential solar permit applications within 14 days and commercial/non-residential solar permit applications within 14 days. These turnaround times are typical, not guaranteed. The city has a staff of dedicated individuals, however workloads, vacations, and sick leave can cause unforeseen delays that may impact turnaround time.

Certain circumstances can prolong the permit turnaround time including:

- 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 contact the city Building Inspector, Mike Jacobsen, at the phone number or email address listed at the end of this checklist.

**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 renders the permit invalid and a new permit must be obtained. Once work begins, noticeable progress must continue until completion. All work must be complete within twelve (12) months of a permit issue date.

**Scheduling an Inspection and the Inspection Process**

To schedule an inspection please contact the city Building Inspector at the phone number or email listed below. Typically, inspections are completed within two days.

A residential solar PV system requires two inspections:

- Final electrical inspection
- Final building/installation inspection

**Contact Information**

If you have any questions, please contact us at:

- Morris Building Inspector: Mike Jacobsen
- Office Email: [cityhall@ci.morris.mn.us](mailto:cityhall@ci.morris.mn.us)
- Phone Number: (320) 808-3457

**Address:**

610 Oregon Avenue  
Morris, MN 56267

**Hours of Operation**

Office: Monday – Friday, 8am – 4:30pm