



**City of Lakewood
Department of Housing
and Building**

City of Lakewood, Ohio
12650 Detroit Ave.
Lakewood, OH 44107
(216) 529-6270
building.permits@lakewoodoh.gov

Applicant's Guide for a Solar Photovoltaic (PV) System in Lakewood

Summary of Lakewood Zoning Ordinance and Land Use Regulations for Solar

Solar Photovoltaic (PV) Systems are allowed in all zones upon approval of a building permit. To obtain a building permit, use the Solar Photovoltaic (PV) System Permitting Checklist in the following section.

Solar Photovoltaic (PV) System Permitting Checklist

The pre-submittal checklist below contains the minimum information and project plan details required to be submitted to Lakewood 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, improve permit application quality, and accelerate the application and review process.

Codes and Design Criteria

Lakewood has adopted the following codes:

- When processing building permit applications (for 1,2,3 family residential buildings and accessory buildings), we reference Ohio Administrative Code Section 4101:8; Section 324, NFPA 70, 2017 NEC and 2019 RCO
- Rooftop-mounted photovoltaic panel systems installed on or above the roof covering shall be tested, listed and identified with a fire classification in accordance with UL 1703 and UL 2703. Class A, B or C photovoltaic panel systems and modules shall be installed in jurisdictions designated by law as requiring their use or where the edge of the roof is less than 3 feet (914 mm) from a lot line.
- NFPA 70: Installation of panels must be completed by “qualified personnel: one who has skills and knowledge related to the construction and operation of the electrical equipment and installations and has received safety training to recognize and avoid the hazards involved. NFPA 70e-2018 for training requirements.

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.

- Plan Approval Application
- Electrical Permit

There is no need to get approval from Architectural Board of Review, Planning Commission, or Board of Zoning Appeals unless the panels are not attached to the building.

Permit Fees

Fee	Cost
Electric base fee - \$30.00	\$30.00
Number of Panel, Services, Related Equipment, Disconnects Fee	\$50.00
Plan Approval Fee	\$25.00
State Fee – 1% OR State fee – 3%	\$.80 or \$2.40
Total:	\$105.80 or \$108.15

Complete fee information can be found in [Chapter 1309](#) of the Lakewood Code of Ordinances.

Submit Permit Application

Submit permits anytime online. They can be mailed or emailed
24/7 Online: citizenserve.com/lakewoodoh
Email: building.permits@lakewoodoh.gov

Review Process Timeline

The Building Department is committed to providing a timely review of solar PV permit applications. Best efforts are made to review completed residential or commercial solar permit applications within 14-30 days. These turnaround times are typical, not guaranteed. Lakewood is served by a staff of dedicated individuals, but workloads and other factors 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 State licensed OCILB contractor or not registered with the City of Lakewood.
- Equipment is not listed, or plans are incomplete.

Permit Status

To check your permit status please log in to your CitizenServe portal at lakewoodoh.gov/accordions/citizenserve or call (216) 529-6295.

Permit Expiration

All permits expire if work is not started 90 days after date of issue. Failure to start the work authorized by a permit within this three-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 eighteen (18) months of a permit issue date. Construction documents are valid for 12 months after the approval date.

Scheduling an Inspection and the Inspection Process

To schedule an inspection please call the Building Department at (216) 529-6295. Typically, inspections are completed within 24 hours.

A residential solar PV system requires 2 inspections:

- Racking/Grounding Inspection
- Final Inspection CEI Re-energize inspection

Contact Information

If you have any questions, please contact us at:

- Office Email: building.permits@lakewoodoh.gov
- Office Phone Number: (216) 529-6270

Address: 12650 Detroit Avenue, Lakewood, OH 44107

Hours of Operation: Office: 8:00 a.m. to 4:00 p.m. Monday through Friday.