

Lexington-Fayette
Urban County
Government

Department of
Environmental Quality
& Public Works

Nancy Albright,
Commissioner

Permit Guide For 1 & 2 Family Solar Installation Projects

Dec. 15, 2022

RESIDENTIAL SERIES

VOLUME 6 VERSION 1

Division of Building Inspection

Physical
Location:

101 East Vine St.

2nd Floor

Mailing Address:

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Lexington, KY
40507

Phone: 859-258-
3770

Fax: 859-258-
3780

Website:
<http://www.lexingtonky.gov>

The installation of solar panels and systems on a one and two family dwelling are accomplished through a Residential Remodel Permit. Solar panels which are to be installed free-standing and not attached to the residence do not require a building permit; however, an electrical permit is still required for any solar system and must be obtained independently of a building permit. Free-standing systems must adhere to all zoning and local restrictions for placement.

If you are acting as the Owner/Builder, you will need to follow the steps below. If you are hiring a Registered Contractor, the Contractor will make the application on behalf of the property owner.

To apply online, you will need to first register for an account through our online portal at: <https://lexingtonky.gov/permits> Select "New Users: Register for an account" and answer the questions. If you need help registering for your account, please call: 859-258-3770.

Applications for a Residential Remodeling Permit must include the following:

- 1. A completed application on our online portal at: <https://lexingtonky.gov/permits>**
To apply: Select Building Inspection, agree to disclaimer, select Residential Remodel
- 2. Information Required to Review a Residential Remodeling Permit:**
 - a. **Solar Installation Plan** which depicts the location, size, specifications, and orientation of all solar panels to be included on the structure.
 - b. **Existing Roof Structural Analysis** indicating all framing materials including size, spacing, and span of materials. If the existing roof can be demonstrated to have the ability to support a 30lb live load no design professional's certification is required. Should the roof be trussed or not designed to support a minimum of a snow load of 15lb plus the additional weight of the proposed system, a signed and stamped structural analysis of the roof will be required.
These documents can be uploaded in PDF format within the application on the online portal. If you need assistance with the online portal/application, please call our office at 859-258-3770 or email accelahelp@lexingtonky.gov
 - c. **Homeowner Acknowledgment Responsibility** Property owner must fill out form located at <https://www.lexingtonky.gov/sites/default/files/2017-07/Homeowner%20Responsibility%20Acknowledgement.pdf>

If you are performing the work on your own property you will need to select the "Owner/Builder Acknowledgement" check box within the online application requirements. This is located on "Step 3" of the online Residential Addition Application. Additionally, property owner must complete affidavit located at:

<https://www.lexingtonky.gov/sites/default/files/2018-11/CONTRACTOR%20REGISTRATION%20AFFIDAVIT.pdf>

*There may be additional requirements and/or Division approvals for properties located within an H-1 (Historic Overlay) or ND-1 Overlay. If you are unsure if your property is located in these Overlay Zones, please call us at 859-258-3770.