



Town of Day

122518 County Road C, Stratford, WI 54484

Email: zoning@townofdaywi.gov

Town Website: townofdaywi.gov

(Application must be clear and legible - Print Clearly or Type)

Solar Photovoltaic (PV) Permit Application

New Application

Revised Application

SECTION 1 – General Info

Project Address

Property Owner's Name

Phone Number

E-mail Address

Parcel Tax Key #(s)

Property Owner's Mailing Address (if different from Project Address)

SECTION 2 – Project Details

Building Type/Existing use

Single Family

Duplex

Multi-Family

Commercial/Industrial

New Construction

Other:

Includes Battery Energy Storage System (BESS): Yes No

Total BESS Capacity Rating: kWh

BESS Power Rating: kW AC or DC

New or Existing PV System

New System

Additional System

System Replacement

PV System Type

Roof mount

Ground mount

Building Integrated / Other

Inverter Configuration

String Inverter

String Inverter w/ DC Converters

Microinverters or AC Modules

Total PV System Size

kW DC

Total Sq. Ft of PV System

Sq Ft

Project Valuation

\$

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SECTION 4 – Permit Fee

Solar PV Permit fees are established in the Town Fee Schedule as referenced in the Town’s Zoning Code. Fees shall be submitted to the Town Zoning Administrator at the same time as the submittal of the completed and signed application form. townofdayzoning@gmail.com

SECTION 5 – Important Notice

A permit must be obtained for all installations or alterations of electrical equipment BEFORE WORK STARTS. Refer to Solar Permitting Checklist for additional documents required. Failure to provide all required documents, including **(1) Site Plan, (2) Electrical Diagram, and (3) Specification Sheets and Installation Manuals** will delay permit approval. All permits expire six (6) months after date of issuance. 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 eighteen (18) months of a permit issue date.

Please Submit the following additional documents with the Solar PV Permit Application

- ☐ Site Plan
- ☐ Electrical Diagram
- ☐ Specification Sheets and Installation Manuals

Submit Permit Application

Two (2) printed copies and one digital (.pdf) copy of the application form and all required materials shall be delivered to the Town Clerk along with fee payment.

SECTION 6 – Applicant Signature

I, the undersigned, certify that I have proper authority to apply for this permit, that the Contractor has obtained a signed contract from the Property Owner for the specified work, that all contractors have consented to being listed, and that all the information contained on this application is true and accurate to the best of my knowledge. I also acknowledge that I have read Section 3.17, Town of Day Zoning Code – Solar Energy Systems.

Name

Title

Signature

Date

For Office Use

Only Application Number: _____ Initial Application Date: _____

Fee Payment Amount: _____ Check #/Receipt #: _____

Date of Complete Application Submittal: _____ Date of Approval: _____

Permit Number: _____ Date Issued: _____

Issued By: _____

List of Conditions of Approval:

Signature of Zoning Administrator

Signature of Fire Chief: _____ Date: _____

Comments: _____
