



Small-scale Solar Photovoltaic (PV) Systems Process Checklist

Small-scale solar photovoltaic (PV) systems that are used for on-site electricity generation to power a residence, business, or agricultural operation on private land within unincorporated San Miguel County, for which the County has jurisdiction and land use authority, are a **use-by-right** in all zones in San Miguel County. They may be off-grid or grid-tied, self-supporting or mounted on a structure. The county does not charge permit fees for site-development or building permits for solar PV systems and issues permits for these solar PV systems under a simple administrative review process.

- 1. Review Available Incentives and Resources (optional)** – examples of where to find information about possible local, regional or state rebates and incentives include, but are not limited to:
 - [EcoAction Partners Energy page¹](#)
 - [San Miguel Power Association renewable energy rebate and credit resources page²](#)
 - [Colorado Commercial Property Assessed Clean Energy \(C-PACE\)³](#) are [here⁴](#)
 - [Colorado Energy Office clearinghouse page⁵](#)
- 2. Contact San Miguel Power Association (SMPA) if your system will be net metering.** Net Metering is a system in which solar panels or other renewable energy generators are installed at a home or business and then connected to a public-utility power grid through a meter that reads electricity flow in two directions. Power from the generator can allow customers to offset the cost of power drawn from the utility. SMPA supports members who wish to install these systems on their buildings, and can offer insight and practical advice throughout the process.
 - [San Miguel Power Association Net Metering Brochure⁶](#)

¹ [EcoAction Partners Energy page: https://www.ecoactionpartners.org/energy-programs/](https://www.ecoactionpartners.org/energy-programs/)

² [San Miguel Power Association renewable energy rebate and credit resources page: http://www.smpa.com/content/renewable-energy](http://www.smpa.com/content/renewable-energy)

³ [Colorado Commercial Property Assessed Clean Energy \(C-PACE\): https://copace.com](https://copace.com)

⁴ [San Miguel County CPACE Workshop Notice dated September 21, 2018 for October 2, 2018 Contractors and Public Workshops: https://www.sanmiguelcountyco.gov/CivicAlerts.aspx?AID=319](https://www.sanmiguelcountyco.gov/CivicAlerts.aspx?AID=319)

⁵ [Colorado Energy Office clearinghouse page: https://www.colorado.gov/pacific/energyoffice/solar](https://www.colorado.gov/pacific/energyoffice/solar)

⁶ [San Miguel Power Association Net Metering Brochure: http://www.smpa.com/sites/smpa/files/PDF/NetMeteringPacketII-WEB.pdf](http://www.smpa.com/sites/smpa/files/PDF/NetMeteringPacketII-WEB.pdf)

3. **Choose a Solar Installation Contractor** – the County is providing a [list](#)⁷ of known Contractors serving the San Miguel County area. We do not endorse any particular contractor. To be included, you can [email us](#)⁸.
4. **Complete and Submit the County Permit application electronically** – permit forms can be downloaded from our website and completed materials can be emailed to the Planning Department.
 - A. **For structure-mounted systems installed on an existing structure:**
 - [Agent Authorization Form](#)⁹ (needed if the property owner wishes to authorize an agent or contractor to submit permit applications on their behalf)
 - [Site Development Permit Application](#)¹⁰
 - For the site plan element, the applicant can print out the parcel map from the [San Miguel County Property Viewer](#)¹¹ (a free online mapping utility), sketch the system on the map, scan the sketched map, and return with the application. Additional parcel information can be obtained for free via the property detail report at the [Property Information Online Center](#)¹² on the County website.
 - [Online Building Permit Application](#)¹³ (a letter stamped by a Colorado registered professional engineer certifying that the structure can carry the additional load is required).
 - B. **For ground-mounted self-supporting systems – email the completed application forms and supporting materials to the [PLANNING DEPARTMENT \(here](#)¹⁴):**
 - [Agent Authorization Form](#)¹⁵ (needed if the property owner wishes to authorize an agent or contractor to submit permit applications on their behalf)

⁷ [Courtesy List of Solar Contractors: https://www.sanmiguelcountyco.gov/DocumentCenter/View/3825](https://www.sanmiguelcountyco.gov/DocumentCenter/View/3825). These links and pointers are provided for the user's convenience. San Miguel County does not control or guarantee the accuracy, relevance, timeliness or completeness of this outside information. San Miguel County does not endorse individual vendors, products or services. Therefore, any reference herein to any vendor, product or service by trade name, trademark, manufacturer or otherwise does not constitute or imply the endorsement, recommendation or approval of San Miguel County.

⁸ [Email County Government Affairs: lynnp@sanmiguelcountyco.gov](mailto:lynnp@sanmiguelcountyco.gov)

⁹ [Agent Authorization Form:](#)

<https://www.sanmiguelcountyco.gov/ModuleFiles/Pages/CustomWidgetsData/49/SMCAuthorizationtoperformwork.pdf>

¹⁰ [Site Development Permit Application:](#)

<https://www.sanmiguelcountyco.gov/DocumentCenter/View/178/Development-Permit-PDF>

¹¹ [San Miguel County Property Viewer: https://maps.sanmiguelcountyco.gov/viewer/index.html?viewer=Property](#)

¹² [Property Information Online Center: https://www.sanmiguelcountyco.gov/153/Property-Information-Online-Disclaimer](#)

¹³ [Online Building Permit Application: https://www.sanmiguelcountyco.gov/FormCenter/Building-Department-6/Building-Permit-Application-62](https://www.sanmiguelcountyco.gov/FormCenter/Building-Department-6/Building-Permit-Application-62)

¹⁴ [Email Planning Department: johnh@sanmiguelcountyco.gov](mailto:johnh@sanmiguelcountyco.gov)

¹⁵ [Agent Authorization Form:](#)

<https://www.sanmiguelcountyco.gov/ModuleFiles/Pages/CustomWidgetsData/49/SMCAuthorizationtoperformwork.pdf>

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- 5. Receive your permit(s)** – County Planning and Building Departments will electronically email permits within 1 to 3 business days of receiving a complete application.
- 6. Inspections** –
 - In most cases an on-site pre-permit or post-installation inspection is not necessary.
 - San Miguel County does not perform electrical inspections¹⁹. Your contractor will work with the State of Colorado to complete any necessary electrical inspections.
- 7. Begin installation of the Solar PV System after permits have been issued by the County.**
- 8. Notify the County Planning/Building Department that the System is Completed.**
- 9. County Fees** – there are no fees charged for permitting of small scale on-site solar PV systems!

¹⁶ [Site Development Permit Application:](#)

<https://www.sanmiguelcountyco.gov/DocumentCenter/View/178/Development-Permit-PDF>

¹⁷ [San Miguel County Property Viewer:](#) <https://maps.sanmiguelcountyco.gov/viewer/index.html?viewer=Property>

¹⁸ [Property Information Online Center:](#) <https://www.sanmiguelcountyco.gov/153/Property-Information-Online-Disclaimer>

¹⁹ Permits for Electrical (and Plumbing) are obtained through the State of Colorado. More information is at [https://www.colorado.gov/pacific/dora/Electrical Permit Inspection Info](https://www.colorado.gov/pacific/dora/Electrical_Permit_Inspection_Info)