



PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024

Tel: 706-485-2776 ♦ 706-485-0552 fax ♦ www.putnamcountyga.com

Solar Photovoltaic (PV) System Permitting Checklist

Putnam County is pleased to introduce the new solar express permit process. The streamlined process allows for accelerated processing without forfeiting the best standards and practices. The basic, pre-submittal checklist below contains the minimum information and project plan details required to be submitted to Putnam County when applying to install a solar photovoltaic (PV) system (residential or commercial). Using the checklist provides transparent and well-defined information to minimize the number of required revisions and expedite the application and review process.

Required Permits

- Residential
 - Electrical Permit
 - Building Permit
 - Conditional Use (Ground Large)
- Commercial
 - Electrical Permit
 - Building Permit
 - Conditional Use (Ground Large)
- Click here to obtain applicable permits: [Applications and forms](#)

Additional Required Documentation

Construction Drawings (Residential and Commercial)

- Two (2) sets of engineered stamped drawings and (site plan, if applicable) showing PV array configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, AC connection to the building, and attached details for roof-mounted or footing details for ground-mounted. For minimum requirements, see: [Sec. 55;5 Solar energy system requirements](#)

Spec Sheets & Installation Manuals (Residential and Commercial)

Include specification sheets and installation manuals for all manufactured components, including, but not limited to PV modules, inverters, combiner box, disconnects, and mounting systems.

Permit Fees

	Permit Type	Building	Electrical	Total
Residential	Express Res		\$120 min	\$120
Commercial <=25 kW	Express Com		\$120 min	\$120
Commercial > 25 kW	Standard Com	\$8 per 1,000 sf	\$120 min	
Ground Mount	Standard (Res or Com)	\$8 per 1,000 sf	\$120 min	

For a complete Schedule of Fees, click here: [Applications and forms](#)



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EXPRESS PERMITS FOR RESIDENTIAL AND SMALL COMMERCIAL ROOFTOP SOLAR ARRAYS UNDER 25 kW

1. Complete the applicable application for your scope of work. The application must be complete.
2. Submit the application along with required documentation to putnamplanning@putnamcountyga.us or; mail or deliver to Putnam County Planning & Development, 117 Putnam Drive, Suite B, Eatonton, GA 31024
3. Payments can be made by cash, check, or credit card. Credit card payments can be made over the phone.
4. The review process will be completed within five business days. Once approved, someone will contact the applicant.
5. To access online applications, log onto <https://www.putnamcountyga.us/planning/page/planning-and-development-applications-and-forms>

Standard Solar Permit Process

STANDARD PERMITS FOR COMMERCIAL SOLAR ARRAYS EXCEEDING 25KW

1. Complete the applicable applications for your scope of work. The application must be complete.
2. Submit the application along with required documentation to putnamplanning@putnamcountyga.us or; mail or deliver to Putnam County Planning & Development, 117 Putnam Drive, Suite B, Eatonton, GA 31024.
3. The review process will be completed within ten business days. Once approved, someone will contact the applicant.
4. Payments can be made by cash, check, or credit card. Credit card payments can be made over the phone.
5. To access online applications, log onto <https://www.putnamcountyga.us/planning/page/planning-and-development-applications-and-forms>

Review Process Timeline

The Putnam County Planning and Development is committed to providing a timely review of solar PV permit applications. Best efforts are made to review completed one and two-family dwelling solar permit applications within 3 to 4 days and commercial/non-residential permit applications in 5 to 6 days. These turnaround times are typical, not guaranteed. The planning and development have a staff of dedicated individuals, but workloads, vacations, and sick leave can cause unforeseen delays that may impact turnaround time.

Permit Status

To check the status of your permit, call 706-485-2776

Permit Expiration

All permits expire six (6) months after the date of issue if work has not commenced and required inspections scheduled. Failure to start the work authorized by a permit within these six months 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

Two inspections are typically required: Including rough-ins (framing and electrical) and finals

To schedule an inspection

Call: 706-485-1898

Email: putnamplanning@putnamcountyga.us