



MICHIGAN CITY INDIANA

Michigan City Planning and Inspection Department ~ emichigancity.com
100 E. Michigan Boulevard - Michigan City, IN 46360
inspections@emichigancity.com phone: 219.873.1415

Solar Photovoltaic (PV) System Permitting Checklist

The pre-submittal checklist below contains the minimum information and project plan details required to be submitted to the City of Michigan City when applying for a permit to install a residential and commercial 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

The City of Michigan City has adopted the following codes: IBC Indiana Building Code 2014 (commercial) and 2020 Indiana Residential Code (residential) and 2009 Indiana Electrical Code (1st printing) with Indiana Amendments.

The following local design criteria should be used: Base wind speed 115 mph, Risk Category II, Wind exposure category C, uplift minimum value of 3000 lbs, lateral minimum value of 2000 lbs, ground snow load 40 psf, frost depth 42", maximum assumable soil bearing pressure of 1500 psf and capacity 110 pcf.

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.

Residential Solar PV System:

- Electrical Permit
- Building Permit Class II

Commercial/non-residential Solar PV System

- Electrical Permit
- Building Permit Class I

Additional Required Documents

- Site Plan
 - Site plan should show the location of major components on the property. The site plan drawing need not be exactly to scale, but it should represent relative location of components at site.
 - PV arrays in compliance with IRC fire setback requirements need no separate fire service review.
- Electrical Diagram
 - Electrical diagram/worksheets should show current and proposed electric service including grounding, PV system configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, and AC connection to the building.



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- Specification sheets and installation manuals
 - Provide spec sheets and manuals for all manufactured components including, but not limited to, PV modules, inverter(s), combiner box, disconnects, and mounting system
- Structural evaluation (roof mount)
 - Provide structural evaluation by a licensed engineer to support the adequacy of the existing structure to support the proposed installation of roof solar panels.
- Structural design (ground mount)
 - Provide site specific structural design plans by a licensed engineer for ground mounted solar array including footing and concrete information according to installation method per manufacturer's recommendations.

Contractor Requirements

All installation contractors must be registered with the City of Michigan City and all electrical contractors must additionally be licensed with the City of Michigan City.

Permit Fees

Fees for Building and Electrical Permits are outlined on the permit application. Applications can be found at <https://www.emichigancity.com/188/Permits-Licenses-Inspections>

Complete fee information can be found in Article VII – Buildings and Building Regulations Section 50-131 and 50-133 Electrical permit fees of the Michigan City Code of Ordinances.

Submit Permit Application

Applications should be emailed to inspections@emichigancity.com or in person or mailed to the Inspection Department of City Hall, 100 E Michigan Blvd, Michigan City, IN 46360.

Review Process Timeline

The City of Michigan City is committed to providing a timely review of solar PV permit applications. Best efforts are made to review completed residential solar permit applications within 7 business days and commercial/non-residential solar permit applications within 10 business days. These turnaround times are typical, not guaranteed. The City of Michigan City has a staff of dedicated individuals, but workloads, vacations, and sick leave 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 licensed contractor
- Equipment is not listed



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Permit Status

To check your permit status please contact the Building Commissioner 219-873-1419 x 2033 or call the Administrative Assistant at extension 2034.

Permit Expiration

All permits expire 1 year after date of issue. Failure to start the work authorized by a permit within this twelve-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 twelve (12) months of a permit issue date.

Scheduling an Inspection and the Inspection Process

To schedule an inspection please contact the Building Commissioner. Typically, inspections are completed within 48 hours. Appointment times are available from 8:30 am – 4 pm Monday through Friday (unless closed for published holidays).

A residential solar PV system requires a minimum of 3 inspections:

- Rough building inspection DURING initial array installation (contractor expected to be present)
- Final building inspection of array upon completion
- Final electrical inspection

Contact Information

If you have any questions, please contact us at:

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|---------------------------------|--------------------------|
| • Administrative Assistant | Building Commissioner |
| • inspections@emichigancity.com | sdowns@emichigancity.com |
| • 219-873-1415 x 2034 | 219-873-1419 x 2033 |

Address: 100 E Michigan Blvd
Michigan City, IN 46360

Hours of Operation

- Office: Monday through Friday 8:00 am through 4:30 pm