

Solar PV Inspection Procedures

The following is the City of Westminster procedure and requirements for inspection of a permitted PV solar system

Pre-Inspection Checklist:

- All PV Solar systems shall be required to have an approved permit before any work is done.
- All PV Solar permits shall have complete minimum uploaded plans that match installation attached to permit.
- All PV Solar installations and labeling shall be complete before scheduling inspection.
- No rough inspection shall be scheduled unless requested by AHJ site specific.
- Solar inspections will not be performed due to snow covering PV array.
- All work shall be installed in a neat workmanlike manner per NEC 110.12
- Schedule Final Electrical inspection.

Residential Solar PV Field Inspection Checklist:

- Approved safe access required by property owner to enter property.
- Qualified personnel allowed but not required on site.
- No external ladders required to be set unless requested by AHJ site specific.
- Internal ladders will be required to inspect any structural modifications per approved plans.
- Full set of uploaded plans required on site (typically at main electrical service).
- All PV Solar Systems will be inspected per uploaded plans and current city adopted NEC minimum codes.

Upon Completing of the Inspection:

- A list of FAILED inspection items will be noted on city inspection card left on-site and also entered into the eTRAKiT permit and emailed to contractor or homeowner by end of day.
- All failed items shall be corrected and scheduled again for Final Electrical Inspection within 180 days.
- Approved safe access shall be required for all re-inspection items.
- All PASSED inspections will be noted on city inspection card left on-site and also entered into eTRAKiT permit and emailed to contractor or homeowner by end of day. A NET Electrical Meter Release will also be entered into eTRAKiT.
- Xcel Energy will receive a City provided electronic NET Electrical Meter Release on next business day.
- Xcel Energy will install Net Electric Meter upon receipt of City provided Net Electrical Meter Release (Contact Xcel Energy Builders call line 1(800)-628-2121 for timeframes usually 2 or 3 weeks).
- Upon TRAKiT approval of PASSED results the permit then is archived with the City of Westminster.