



Town of Winfield, Indiana  
Building Department  
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Winfield IN 46307

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Website: [www.winfieldgov.com](http://www.winfieldgov.com)



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### Solar Array Ordinance Information

#### Application Package consisting of:

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**ALL REQUIREMENTS MUST BE COMPLETED BEFORE SUBMISSION**



## Solar Array INFORMATION

Please refer our website: [www.winfieldgov.com](http://www.winfieldgov.com)

Once there, look to the right side of the screen, Ordinances.

Once you click on Ordinances, this will take you to American Legal Publishing.

Research specific ordinances below:

### § 156.047 SOLAR ENERGY GENERATING SYSTEMS.

(A) *Intended purpose.* This section provides regulations for solar energy generating systems as an alternative energy-providing source. These regulations shall guide the safe and effective use and installation of solar energy generating systems throughout the town.

(B) All buildings shall be allowed to incorporate solar energy systems in their design, provided they are in compliance with the applicable requirements set forth in this chapter, including all lot and setback requirements. A building permit shall be required for all such systems.

(C) Solar energy generating systems shall comply with the following:

(1) Solar panels shall be roof-mounted or ground-mounted in the rear yard only.

(2) No solar panel shall exceed eight feet in height at maximum tilt.

(3) The total area of solar collectors on a residential lot shall not exceed 80 square feet per dwelling unit.

(D) Unused or abandoned solar energy generating structures shall be removed from any site within 180 days from the discontinuation of use.

(E) Building permit applications for all solar energy generating structures shall be accompanied by a line drawing of the electrical components in sufficient detail to allow for a determination that the manner of installation conforms to the town's Electrical Code.

(F) In the event, the solar energy system is intended to be interconnected with a utility, no solar energy generating structure shall be installed until evidence has been provided to the town that the utility company has been informed of the customer's intent to install an interconnected customer-owned generator and an interconnection agreement between the utility and the customer have been executed. Interconnection must comply with Underwriters Laboratory (UL) standard 1741, as amended from time to time.

(Ord. 210, passed 9-11-2012)

**NOTE:** ALL SOLAR PANELS/ARRAYS ARE REQUIRED TO MEET NEC CODE SECTION 600



#### **PROCESSING APPLICATION:**

The applicant will be notified that the sign permit is approved or disapproved. This usually takes approximately 2-5 days, once accepted.

#### **DURATION OF PERMIT VALIDITY:**

Decks must be completed within six months of issuance, unless otherwise indicated. If work is not started within three months of issuance, the sign permit may become null and void.

#### **APPLICATION PACKAGE:**

The application package must be completed in its' entirety before submission.

Legal description of property and parcel/property number; as noted on taxpayer statements. The legal description can be found from the plat of survey, or a copy of the deed, or title from the insurance policy.

#### **ESTABLISHMENT OF OWNERSHIP**

All applications for a sign must be submitted with proof of ownership of the property. The sign permit application requires signature by the Owner of the Property and a currently registered contractor in the Town of Winfield. The full name, address, and telephone number(s) of the owner must be stated on the application.

#### ***SITE PLAN***

Site plan must be drawn to scale, with setbacks drawn on document.

Site plans must reflect the following:

1. Length and width of property
2. Abutting roads or easements
3. All existing structures, including fences with their dimensions
4. Existing and proposed elevations at all lot corners
5. All exterior grades and setbacks
6. Driveway culverts or bridges
7. Public streets, curbs, and storm drains on or adjoin the site
8. Ponds, lakes or streams on or adjoining the site
9. All elevations to be referenced to M.S.L. datum
10. Existing driveway(s) – all structures within 50' of property line with elevation

#### ***PROPOSED Solar Array***

Please include a detailed drawing/sketch of the solar array, rooftop or ground, including electrical work.

10645 Randolph St.  
Winfield IN 46307  
219-779-9073



## SOLAR ARRAY PERMIT APPLICATION

### SECTION 1: PROPERTY/OWNER INFORMATION

JOB ADDRESS: \_\_\_\_\_ ZONING \_\_\_\_\_

OWNER NAME: \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_

OWNER PHONE #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

PARCEL I.D. #: \_\_\_\_\_

### SECTION 2: SOLAR ARRAY INFORMATION

**TYPE:** ground, replacement, roof, wall, portable, other: \_\_\_\_\_

BLDG. ROOF SQ. FT. \_\_\_\_\_

ATTACHED TO BLDG? YES NO If no, indicate distance of sign from nearest right-of-way and or/easement \_\_\_\_\_ ft.

**SIZE OF SOLAR ARRAY:** length \_\_\_\_\_ height \_\_\_\_\_ **Total Sq. Footage:** \_\_\_\_\_

**SETBACKS:** front \_\_\_\_\_ rear \_\_\_\_\_ right side \_\_\_\_\_ left side \_\_\_\_\_ (IF GROUND)

**ESTIMATED COST \$** \_\_\_\_\_

### SECTION 3: EXISTING OR PROPOSED ELECTRIC

Does the solar array require electric? YES NO

AMP \_\_\_\_\_ VOLT \_\_\_\_\_ (needs external disconnect)

**NOTE:** attach drawings reflecting electrical details from power source and include solar array components

**ALL REQUIREMENTS MUST BE COMPLETED BEFORE SUBMISSION**



**SECTION 4: AGREEMENT**

CONSTRUCTION SITE:

CONTRACTOR/OWNER INITIALS \_\_\_\_\_

You are responsible for keeping your construction site, as well as the surrounding area, clean from any construction debris. This includes, but is not limited to, mud and/or debris left on the street from vehicles entering and leaving the job site. Also, you must provide traffic control when construction vehicles are blocking streets and traffic is being visually impaired. SILT FENCES MUST BE PROVIDED FOR ALL JOB SITES.

INSPECTIONS/RE-INSPECTIONS:

CONTRACTOR/OWNER INITIALS \_\_\_\_\_

We do not schedule inspections. We do not schedule inspections days in advance. Inspections can be called in until 12:00 p.m. (noon) for same day inspections. The Inspector has up to 48 hours to inspect the work. Concrete inspections can be called in, no more than 36 hours in advance.

**RED TAGS FOR FAILED INSPECTIONS MUST BE PAID BEFORE A RE-INSPECT CAN BE COMPLETED.**

**\*Note: Information necessary to schedule an inspection:**

Permit #; Address; Phone # (for contact, if necessary) and type of inspection

ELECTRICAL CODE:

Electrical work will be enforced by using HE 2008 National Electrical Code and the 2003, International Residential Code with 2008 Indiana State Approved amendments.

COSTS/FEES:

CONTRACTOR/OWNER INITIALS \_\_\_\_\_

The Owner/General Contractor agrees to all costs/fees associated with the permit.

The information contained in the attached building permit and plan application with all attached exhibits, is to the best of my (our) knowledge and belief, true and correct.

The applicant hereby agrees to abide by and comply with all building and health laws of the State of Indiana, and the zoning, building and registration ordinances of the Town of Winfield, Indiana, and furthermore understands that deviations from or violations of these laws and ordinances or conditions as from the provisions of these laws and ordinances or conditions as stated herein shall constitute a basis for revocation of this permit.

CONTRACTOR/OWNER INITIALS \_\_\_\_\_

**ALL REQUIREMENTS MUST BE COMPLETED BEFORE SUBMISSION**



**SECTION 5: AFFIDAVIT – IDENTIFICATION – COMPLETED BY OWNER OF PROPERTY (not necessary if SUBMITTING SIGNED PROPOSAL FROM HOMEOWNER)**

I/We, the property owner, verify that all information contained herein is true and correct.

NAME \_\_\_\_\_  
(print)

\_\_\_\_\_  
(signature, in front of Notary’s presence)

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

\_\_\_\_\_  
Other Contact Information, if necessary

JOB ADDRESS: \_\_\_\_\_  
Street Town State/Zip Code

MAILING ADDRESS: \_\_\_\_\_  
(IF DIFFERENT) Street Town State/Zip Code

STATE OF INDIANA )  
COUNTY OF LAKE ) SS: SEAL:  
)

NOTARY SIGNATURE: \_\_\_\_\_

RESIDENT OF COUNTY OF: \_\_\_\_\_ STATE OF \_\_\_\_\_

My Commission Expires: \_\_\_\_\_







**SECTION 7: SOLAR PANEL/ARRAY CONTRACTOR AFFIDAVIT**

DATE: \_\_\_\_\_  
WINFIELD CONTRACTOR REG # \_\_\_\_\_

**PART 1: IDENTIFICATION**

PROJECT ADDRESS: \_\_\_\_\_ LOT # \_\_\_\_\_

SIGN CONTRACTOR NAME: \_\_\_\_\_

SIGN CONTRACTOR BUSINESS NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
(street) (town) (state/zip)

PHONE # \_\_\_\_\_ E-MAIL \_\_\_\_\_

WORK PERFORMED: \_\_\_\_\_

**PART 2: AFFIDAVIT**

The undersigned subcontractor verifies:

1. The sign contractor is registered contractor in the Town of Winfield and the information in this document is true.
2. The sign contractor is actually performing the work and/or through his/its employees
3. The sign contractor hereby agrees to abide by and comply with all building ordinances, codes, and health laws of the Town of Winfield and State of Indiana, furthermore understands that any deviations from or violations of these laws and ordinances or conditions as stated herein shall constitute a basis for revocation of this permit.

STATE OF INDIANA )  
                          ) SS:  
COUNTY OF LAKE )  
                          )

\_\_\_\_\_  
Sign contractor Printed Name

\_\_\_\_\_  
Sign contractor Signature

SEAL:

NOTARY SIGNATURE: \_\_\_\_\_

RESIDENT OF COUNTY OF: \_\_\_\_\_ STATE OF \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



**SECTION 8: SUBCONTRACTOR AFFIDAVIT (ELECTRICAL, if applicable)**

**PART 1: IDENTIFICATION**

DATE: \_\_\_\_\_  
WINFIELD CONTRACTOR REG # \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_ LOT # \_\_\_\_\_

SIGN CONTRACTOR: \_\_\_\_\_

Electrical SUBCONTRACTOR BUSINESS NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
(street) (town) (state/zip)

PHONE # \_\_\_\_\_ E-MAIL \_\_\_\_\_

WORK PERFORMED: \_\_\_\_\_

**PART 2: AFFIDAVIT**

The undersigned subcontractor verifies:

- 4. The subcontractor is registered contractor in the Town of Winfield and the information in this document is true.
- 5. The subcontractor is actually performing the work and/or through his/its employees
- 6. The subcontractor hereby agrees to abide by and comply with all building ordinances, codes, and health laws of the Town of Winfield and State of Indiana, furthermore understands that any deviations from or violations of these laws and ordinances or conditions as stated herein shall constitute a basis for revocation of this permit.

STATE OF INDIANA )  
COUNTY OF LAKE ) SS:  
)

\_\_\_\_\_  
Electrician Printed Name

\_\_\_\_\_  
Electrician Signature

SEAL:

NOTARY SIGNATURE: \_\_\_\_\_

RESIDENT OF COUNTY OF: \_\_\_\_\_ STATE OF \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



**SECTION 9: SUBCONTRACTOR AFFIDAVIT (any add'l trades)**

DATE: \_\_\_\_\_  
WINFIELD CONTRACTOR REG # \_\_\_\_\_

**PART 1: IDENTIFICATION**

PROJECT ADDRESS: \_\_\_\_\_ LOT # \_\_\_\_\_

SIGN CONTRACTOR: \_\_\_\_\_

Electrical SUBCONTRACTOR BUSINESS NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
(street) (town) (state/zip)

PHONE # \_\_\_\_\_ E-MAIL \_\_\_\_\_

WORK PERFORMED: \_\_\_\_\_

**PART 2: AFFIDAVIT**

The undersigned subcontractor verifies:

- 7. The subcontractor is registered contractor in the Town of Winfield and the information in this document is true.
- 8. The subcontractor is actually performing the work and/or through his/its employees
- 9. The subcontractor hereby agrees to abide by and comply with all building ordinances, codes, and health laws of the Town of Winfield and State of Indiana, furthermore understands that any deviations from or violations of these laws and ordinances or conditions as stated herein shall constitute a basis for revocation of this permit.

STATE OF INDIANA )  
COUNTY OF LAKE ) SS:  
)

\_\_\_\_\_  
Electrician Printed Name

\_\_\_\_\_  
Electrician Signature

SEAL:

NOTARY SIGNATURE: \_\_\_\_\_

RESIDENT OF COUNTY OF: \_\_\_\_\_ STATE OF \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



**SECTION 10: Engineering Fee Notification (exempt if rooftop)**

Before any changes of the property can be made, approval must be obtained from the Town's engineering firm.

Review items include, but are not limited to:

- if there is a swale and/or change to the water flow of the property or neighboring properties; or
- if the property contains a wetland that may be affected by change; or
- any other type of land disturbance that may be affected by change

The Town's engineering fees, for review and recommendations, will be charged to the Consulting Firm and/or Property Owner.

Winfield IN 46307

Proposed Property Address

\_\_\_\_\_  
Property Owner/General Contractor Printed Name

\_\_\_\_\_  
Property Owner/General Contractor Signature

\_\_\_\_\_  
Dated