



Community Planning &
Economic Development Department
245 N. Rose St., Suite 100, Kalamazoo, MI 49007
Telephone: (269) 337-8026 / FAX (269) 337-8513
www.kalamazoocity.org

Solar Photovoltaic (PV) System and Energy Storage System Permitting Checklist

The pre-submittal checklist below contains the minimum information and project plan details required to be submitted to the City of Kalamazoo when applying for a permit to install a residential and commercial/non-residential solar photovoltaic (PV) system and/or energy storage 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 Kalamazoo has adopted the following codes:

- Building Code: [2021 MI Building Code](#) – Effective April 9, 2025; [2015 MI Building Code](#) – Current Code
- Electrical Code: [2023 National Electrical Code \(NEC\)](#) – Current Code
- Residential Code: [2015 MI Residential Code](#) – Current Code
- Rehabilitation Code: [2021 MI Rehabilitation Code](#) – Effective April 9, 2025; [2015 MI Rehabilitation Code](#) – Current Code
- Mechanical Code: [2021 MI Mechanical Code](#) – Current Code
- Energy Commercial Code: [2021 MI Commercial Energy Code](#) – Effective April 22, 2025; [2015 MI Energy Code](#) – Current Code

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

Commercial/non-residential Solar PV System:

- ☐ Electrical Permit
- ☐ Building Permit

Primary Use Ground-mounted Solar PV System:

- ☐ Electrical Permit
- ☐ Building Permit

Energy Storage System

- ☐ Electrical Permit
- ☐ Building Permit

Additional Required Documents



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- ☐ Site Plan
 - Only needed for commercial building installations.
 - PV arrays and energy storage systems in compliance with [IFC fire setback requirements](#) need no separate fire service review.
- ☐ Electrical Diagram
 - Electrical diagram/worksheets should show PV and/or energy storage system configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, and AC connection to the building.
- ☐ 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.

Contractor Requirements

- Building contractor needs a valid builder's license through the state of Michigan. If the builder is from out of the state and/or the builder is not licensed, it is required to have sealed plans through a design professional with a valid license through the state of Michigan.
- Electricians must have a valid master's and contractor's license through the state of Michigan. If the electrician is from out of the state and/or the electrician is not licensed, it is required to have sealed plans through a design professional with a valid license through the state of Michigan.

Permit Fees

- Electrical fees are dependent on the number of circuits, and KVA and HP units. Circuits are \$5.20 per unit. KVA and HP units are \$6.25 for up to 20 units, 21 through 50 units are \$10.25, and 51+ are \$12.25.
- Permits and inspections are each \$82.

Submit Permit Application

- ☐ Building permit application submission
 - To submit a building permit application, you can visit [this](#) website which includes step-by-step instructions. There are options to submit online, by mail, and in person. If submitting by mail or in person, [this pdf](#) needs to be completed and turned in.
- ☐ Electrical permit application submission
 - To submit an electrical permit application, you can visit [this](#) website which includes step-by-step instructions. There are options to submit online, by mail, and in person. If submitting by mail or in person, [this pdf](#) needs to be completed and turned in.

Review Process Timeline



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The City of Kalamazoo is committed to providing a timely review of solar PV permit applications. Best efforts are made to review completed electrical permit applications within 3-5 business days and building permit applications within 10 business days. These turnaround times are typical, not guaranteed. City of Kalamazoo 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.

Permit Status

To check your permit status please call the Building Department at 311 or 269-337-8548, or email constructionpermits@kalamazoocity.org.

Permit Expiration

All permits expire six (6) months after date of issue. Failure to start the work authorized by a permit within this six-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 call 269-337-8548, or email permitinspections@kalamazoocity.org. Typically, inspections are completed within 5 business days of scheduling the inspection. These inspections will occur anytime between 8am and 4pm.

A residential solar PV system and/or energy storage system requires:

- One (1) building inspection, and
- One (1) electrical inspection.

Contact Information

If you have any questions, please contact us at:

- Office Email: constructionpermits@kalamazoocity.org
- Office Phone Number: 311, or 269-337-8000

Address:

245 N Rose Street, Suite 100
Kalamazoo, MI 49007

Hours of Operation

- Office: 8am-4:30pm