



MAYOR AND CITY COUNCIL OF LAUREL DEPARTMENT OF THE FIRE MARSHAL AND PERMIT SERVICES

8103 Sandy Spring Road • Laurel, Maryland 20707 (301) 725-5300 extension 2238

<https://www.cityoflaurel.org> • email – fmps@laurel.md.us

Solar Photovoltaic (PV) Systems/Solar Panels Permit Checklist

1. **What is the required application to install Solar Photovoltaic (PV) Systems in the City of Laurel?**
 - City of Laurel Electrical Permit.
 - Building permit is not required when structural drawings are provided with a report from a *Maryland State Licensed Structural Engineer* advising the roof can meet the load requirement submitted with the permit.

2. **How much does a permit cost?**
 - Residential Fees: \$75.00 (Electrical Permit) + \$200 (Solar Permit) = **Total \$275.**
 - Commercial Fees: \$100.00 (Electrical Permit) + \$200 (Solar Permit) = **Total \$300.**

3. **How do I apply and pay for my permit?**
 - Applications and permit fees can be completed electronically online at the City of Laurel R.A.P. site:
 - 1st Step - Click on **#2. Permits/Zoning** URL.
 - 2nd Step is to **Register** for a new account or login if you have an existing account.
 - 3rd Step – Click on **Apply**
 - 4th Step – Click on **PERMITS**
 - 5th Step – Click on **Electrical Commercial – Solar** or **Electrical Residential – Solar**
 - 6th Step – Fill in all **Information on the Application.**
 - 7th Step – **Pay Fees**

4. **What is the permit application review timeline?**
 - The City of Laurel is committed to providing a timely review of solar PV permit applications. Best efforts are made to review completed residential solar permit applications within 3 days and commercial/non-residential solar permit applications within 7-10 days. These turnaround times are typical, but not guaranteed.

- Certain circumstances can delay or prolong the permit turnaround timeline including:
 - Applicant does not submit all required information.
 - Contractor applying for permit is not a licensed contractor.
 - Equipment is not listed.
- After the permit application is approved, fees paid, and the permit has been issued, installation can begin.

5. How do I schedule an inspection?

- Permit applicants are required to call-in or email requests for inspection of work completed. The final inspection is scheduled within 24-48 hours once the Department FMPS receives a call or email and a return confirmation is received back from FMPS. Inspections can occur between 9:00 am – 4:00 pm. You may also email your inspection request to fmps@laurel.md.us Your inspection is not consider on the schedule until you receive a return email confirming the inspection. You may also call 301 725-5300.

6. What if I fail my inspection?

- All electrical solar permits expire six (6) months after the date of issue if no work has been started. Once work begins the project must be completed by eighteen (18) months of the permit issue date before the permit is invalid.

7. What if I have a question?

- For permit questions call or email Ms. Lisa Anson, Permit Coordinator at 301-725-5300 x 2238. lanson@laurel.md.us
- For technical electrical or installation questions call or email Mr. Mike Thomas at 301-725-5300 x 2241. mthomas@laurel.md.us

Melanie Wieringa

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