



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

8103 Sandy Spring Road • Laurel, Maryland 20707-250
Phone: (301) 725-5300 FAX (301) 490-5068 • Internet: <http://www.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.
- **How much does a permit cost?**
- \$275 for Residential properties
- \$300 for Commercial properties

2. Where should I submit my permit and pay my fee?

- Applications and permit fees can be submitted in person or by mail to the Office of the Fire Marshal and Permit Services located at the Laurel Municipal Center, 8103 Sandy Spring Road, Laurel, MD 20707, and Attention permit coordinator.

3. What is the permit application review time?

Electrical permits are usually ready within 48 hours.

- After the permit is approved and obtained by the applicant installation can commence work.

4. How Do I schedule an inspection?

- Applicants are required to call-in or email request for inspection of work completed. The inspection is scheduled within 24-48 hours once the department has received a call or email from the applicant. Inspections occur either AM (9:00 am -12:00 pm) or PM (1:00 pm – 4:00 pm). You may also email Lanson@laurel.md.us or hglenn@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 ext. 2238**

5. What if I fail my inspection?

- If an installation project fails inspection, the applicant will have to reschedule for another inspection. If the site fails more than twice then the applicant will be charged a re-inspection fee: \$100 for Residential and \$150 for Commercial sites.

6. Does my permit expire?

- 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 eighteen (18) months of a permit issue date.

7. What if I have questions?

- For permit questions or to schedule an inspection call 301-725-5300 x 2238.
lanson@laurel.md.us
- For technical electrical or installation questions call 301-725-5300 x 2241.
mthomas@laurel.md.us