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STORAGE BATTERY SYSTEM PERMITTING

STEP	RESPONSIBLE PARTY	DETAILS/EXPLANATION
1	Property Owners or Contractor	IF A CITYINSPECT ACCOUNT HAS NOT BEEN CREATED, CREATE A CITYINSPECT ACCOUNT: Go To: Bountifulutah.gov -- Hover Over: Departments -- Click On: Building -- Apply For Building Permit: This is where you will create a Cityinspect account. Once you have created an account with Cityinspect, you will create an application for your solar permit. If any questions arise in this process, please feel free to contact the Building Department at 801-298-6125.
2	Property Owners or Contractor	SUBMIT COMPLETED BATTERY SYSTEM PERMIT APPLICATION PACKET ON THE CITYINSPECT PORTAL AND PAY *\$50.00 APPLICATION FEE BY CALLING 801-298-6125. See Attachment 1 for a list of items to be submitted. Please use the check-list provided to ensure your application is complete. INCOMPLETE APPLICATIONS WILL BE REJECTED.
3	Bountiful City Planning & Engineering/Building, Fire & Power	The application is now in "Plan Review". Pay attention to your project on the Cityinspect portal. If the reviewers have questions or need corrections this is where it will be noted. Your Plan Review process will be paused until you address corrections/questions the reviewer has posed on your project in the portal. Once the review is complete and project is approved, the applicant will be notified, payment will be due and permit can then be issued. PLEASE NOTE: ALL APPROVALS ARE COMPLETED THROUGH THE CITYINSPECT PORTAL. Approvals, rejections or comments will be recorded in Cityinspect and available for applicant review.
4	Contractor or Property Owner	NO PAYMENTS BY PHONE. Please pay in Cityinspect or bring payment into 795 S Main St, Bountiful. If paying by card, there is a 3% processing fee. No AmEx at this time
5	Contractor or Property Owner	Upon completion of battery system installation, call Engineering at (801) 298-6125 for INSPECTION.
6	Bountiful City Engineering	Inspections are to be in person and photos will NOT be allowed. Please call 801-298-6125 to request inspections PLEASE NOTE: There are never Friday inspections.
7	Bountiful City Power	Contact Power Company with approval to attach Solar Power Meter. Please call 801-298-6072

PHONE NUMBERS	
Planning:	801 298-6190
Eng/Bldg:	801 298-6125
Metro Fire:	801 677-2400
Power:	801 298-6072
	(Kim or Jerrell)

PERMIT COSTS		
	Application Fee	\$50.00
	**Building Permit for City	\$300.00
	**Building Permit for State	\$3.50
	**Building Permit for Plan Check	\$101.50
	TOTAL	\$455.00



BATTERY SYSTEM APPLICATION PACKET

Please include the following with your application (8 1/2 x 11" paper, single-sided only):
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

SITE PLAN: One set of the proposed site plan drawn at 1:10 scale or as required by the City Engineer and City Planner. A site plan shall include:

- Plan view (bird's-eye) of site with placement of battery system.
- A north arrow, the scale of the drawing, and the date of the drawing.
- Street names and addresses.

FOR GROUND-MOUNTED BATTERY SYSTEMS, THE FOLLOWING:

- Property lines with dimensions.
- All sidewalks, driveways, curbs and gutter, and parking areas.
- All existing easements, rights-of-way, and any other restrictions on the use of the property.
- Existing buildings, proposed buildings, and other significant features on the site.
- Existing buildings and significant features located on adjacent properties within 50 feet (50') of the subject property boundaries.
- When required by the City Planner or City Engineer, and for all new construction, a survey including both existing and proposed contours of the land at intervals of two feet (2') or better.

ONE-LINE DIAGRAM (electrical diagram or block diagram)

ENGINEER ANALYSIS LETTER: Engineer's letter should include an analysis of the existing structure with added battery equipment, it should indicate the engineer has based analysis on a site visit or has examined photos.

COMPLETED BATTERY PACKET FORMS:

- Battery System Questions ([Attachment 2](#))
- Bountiful City Light & Power – Battery System Diagram form ([Attachment 3](#))
- Building Permit Application ([Attachment 4](#))

SPEC SHEETS: Battery System product information

PHOTOS: Electrical service (City meter main with disconnect)
4 CLEAR Photos: Location (10 ft either side), Dead Front ON, Dead Front OFF, and Panel Label.

SOUTH DAVIS METRO FIRE AGENCY: Approval Letter (See [Attachment 5](#) for guidelines)

\$50 APPLICATION FEE Please call 801-298-6190 to pay by Credit Card

For Office Use Only

Date Rec'd _____

- Fire: Ltr of Approval
- Questions Complete (kWH)
- Battery Sys Agt (signed prop owner)
- BCLP Diagram (signed)

\$50 App Fee Rec'd _____

- Permit App
- Site Plan
- One-Line (2 sets)
- Engineer Ltr (analysis, photos?)

Battery info to POWER

- Spec sheets
- Elec serv photo
- ___ kWH ___ Modules
- Check prop owner



STORAGE BATTERY QUESTIONS

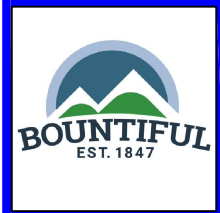
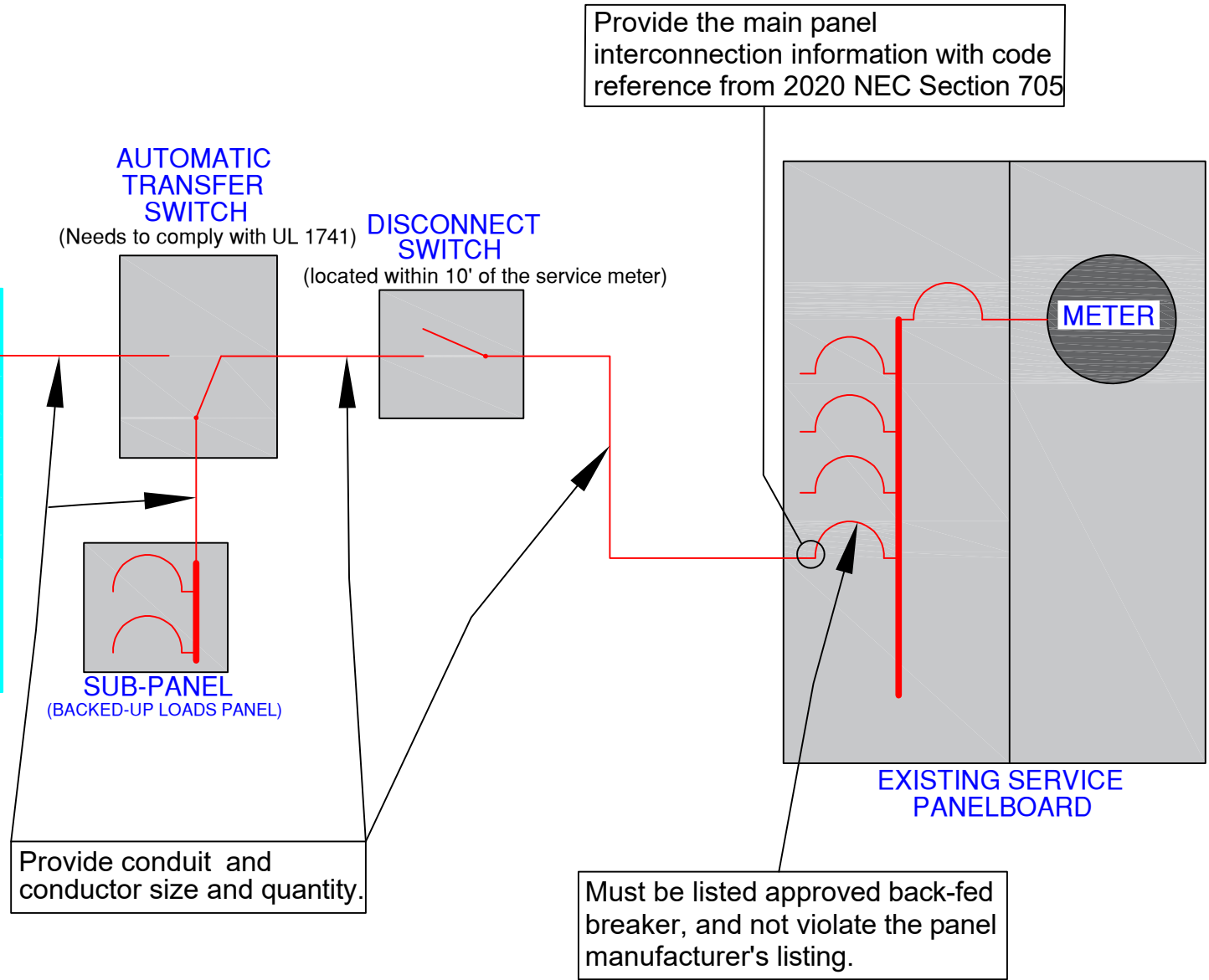
(See Bountiful City Code Section 14-14-126 for additional information.)

Size of Battery System	
<p>1. Battery System Dimensions</p> <p>2. Total Number of Battery Modules</p> <p>3. Total Rating of Battery System</p>	<p>1.</p> <p>2.</p> <p>3. _____ kWH</p>
Mounting Location	
<p>Where will the battery system be mounted? (roof/wall/other)</p>	
<p>What access to the battery system is available?</p>	
<p>1. What is the material the battery system will be mounted to? (sheetrock/brick/concrete/tile/steel/other)</p> <p>2. Will battery system be enclosed inside a building?</p>	<p>1.</p> <p>2.</p>
Engineering Analysis	
<p>How will the battery system be connected to the mounting material?</p>	
<p>Please summarize the engineer's analysis of the existing mounting structure with added battery equipment.</p>	<p>(do <u>not</u> simply refer to an attachment)</p>

Service Upgrade	
<p>Will you be performing a Change of Service as part of this Battery Permit? <i>*This may also be done by separate Permit prior to the Battery System Application. The Fee is the same. Please contact Engineering @ 801-298-6125</i></p>	<p>Will the new service be:</p> <p>1. _____ Add \$75.00 Overhead</p> <p>2. _____ Add \$150.00 Underground</p> <p>3. _____ No Additional Fee - No Change of Service Required</p>

BATTERY SYSTEM

(Needs to comply with UL 9540).
Provide size (capacity) of batteries.



**BOUNTIFUL CITY BATTERY SYSTEM REQUIREMENTS
SAMPLE ONE LINE**

CITY ENGINEER: 801-298-6125
POWER ENGINEER: 801-298-6072

**BOUNTIFUL CITY
BUILDING PERMIT APPLICATION
STORAGE BATTERY SYSTEM**

DATE OF APPLICATION:

VALUE OF PROJECT:

ESTIMATED START DATE:

ESTIMATED COMPLETION DATE:

BUILDING ADDRESS:

PROPERTY OWNER

NAME:

PHONE:

ADDRESS:

EMAIL ADDRESS:

GENERAL CONTRACTOR:

ADDRESS:

CONTACT PERSON:

PHONE:

PHONE:

EMAIL ADDRESS:

EMAIL ADDRESS:

STATE LICENSE NO:

ELECTRICAL CONTRACTOR:

PHONE:

ADDRESS:

STATE LICENSE NO:

EMAIL ADDRESS:

CONTACT PERSON:

BOUNTIFUL CITY ENGINEERING DEPARTMENT:

City Hall, 795 South Main Street, Bountiful, UT 84010

PHONE: 801 298-6125

Office Hours: Monday-Thursday, 7:00 a.m. – 6:00 p.m.

FOR OFFICE USE ONLY

DATE ENTERED: _____

PERMIT NO: _____

PLANNING REVIEW COMPLETE

ENGINEERING REVIEW COMPLETE

BUILDING OFFICIAL REVIEW COMPLETE

DATE

INITIALS

DATE

INITIALS

DATE

INITIALS



South Davis Metro Fire Plan Review Application



Applicant Name:

Telephone:

Company Name:

Email:

Review Type Requested:					
<input type="checkbox"/> Site	<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> PV/Solar	<input type="checkbox"/> Fireworks (Display/Sales)	<input type="checkbox"/> Other

Project Name:

Physical Location of Project:

Project Contact Name:

Telephone:

Email:

Please submit this application along with completed plans to: fireplans@sdmetrofire.gov.

Any plans submitted for initial review **beginning April 1, 2024** will be subjected to a plan review fee of \$100 for the first hour of review. Payment needs to be received before plans will be reviewed. Payment can be made at sdmetrofire.gov under the How Do I tab.

If plan review time exceeds 1 hour, additional fee will need to be paid prior to release of plan review. Incomplete plans will need to be resubmitted and additional application fee paid prior to start of review.

If you have any questions, please call (801) 677-2400