



# HEBER CITY

## SOLAR PANEL SUBMITTAL REQUIREMENTS AND DIRECTIONS

Rev 12/2018

1. In order to expedite your plan review, please check your plans, support documents (such as engineering calculations, WC-3 Agreement etc...) to be sure the information is complete. When all has been verified, submit your application, plans and support documents as pdf files at [heber.mycityinspector.com](http://heber.mycityinspector.com). This will alert the Building Department of your application for review.
2. As soon as your application is accepted they will be sent to WC3 and Heber Light and Power for review. *Do not bypass Heber City and send them directly to WC3.*
3. When you receive an approval from Heber Light and Power, please send a copy to us so we know they have approved the project.
4. WC3 will review your plans and communicate any corrections directly to you via MyCityInspector.
5. As soon as WC3 completes their review, they will send us the approved plans with their stamp on it.
6. We will then put **our stamps** on the plans to show Heber City approval and you will be notified that the permit is ready
7. It will then be *your responsibility* to pay the Heber City permit fee and provide our office with the receipt. This must be done in person, not over the phone. We will issue the permit and add the permit number to the approved plans and send them to you for printing.
8. When your construction work is ready for inspection, WC-3 will do all the required inspections. You may set up an inspection with them by calling **801-547-8133**. *Do not call them for inspections until you have a permit number from Heber City.*
9. WC3 will do the inspection(s) and then give us the final report, which we will send into Heber Light and Power so they can set the meter for service.

I hope this is a help and clears up any confusion on the permitting process. Please call 435-654-6330 with any questions.