



302 N. Main Street • Culpeper, VA 22701  
DEPARTMENT OF DEVELOPMENT  
**Building Department**  
(540) 727-3405 • Fax: (540) 727-3461

September 7, 2022

Dear Solar Installer,

The Culpeper County Building Department is partnering with SolarAPP+ in a pilot program to provide quick permit turnaround for residential PV solar projects in our jurisdiction, to include the Town of Culpeper. The SolarAPP+ pilot program is being offered nationally, and Culpeper is one of two jurisdictions participating in Virginia at this time.

The benefits with this program are many: online plan review process 24/7/365, online credit card payments, quick permit turnaround, and a reduction in permit fees due to the time savings in staff service participation.

There is no requirement for construction plans. You input information that the program requires, and once approved, the Building Department receives a detailed inspection checklist within the approved documents. There are parameters in which SolarAPP+ will operate. The SolarAPP+ tool is limited to only residential roof mounted PV solar systems, Energy Storage Systems, and electrical load center service upgrades. See if your project is eligible for the Solarapp+ review process <https://help.solar-app.org/article/43-what-types-of-systems-are-eligible-for-solarapp-review> .

SolarAPP+ requires all contractors to register at <https://solarapp.nrel.gov/> and complete the online contractor instruction course prior to submitting their first project:  
<https://cleanenergytraining.org/products/how-to-use-solarapp-for-solar-and-storage-projects>

Please note that the state of Virginia requires both an Alternative Energy Systems (AES) license and a Master Electrician license for these installations. These licenses must be current and issued through the Virginia Department of Professional and Occupational Regulation (DPOR).

The process starts with a zoning permit from either the Town of Culpeper or Culpeper County predicated on the jobsite location. Application links are as follows:

County Zoning:

[https://web.culpepercounty.gov/sites/default/files/fileattachments/planning\\_and\\_zoning/page/2378/04.01.22\\_zoning\\_permit\\_general.pdf](https://web.culpepercounty.gov/sites/default/files/fileattachments/planning_and_zoning/page/2378/04.01.22_zoning_permit_general.pdf)

Town Zoning:

[https://cms9files.revize.com/culpeperva/Document\\_Center/Government/Planning\\_Community%20Development\\_GIS/Zoning\\_Permit\\_Applicant\\_Information.pdf](https://cms9files.revize.com/culpeperva/Document_Center/Government/Planning_Community%20Development_GIS/Zoning_Permit_Applicant_Information.pdf)

Once the zoning permit is issued, the solar project can be submitted to SolarAPP+. Zoning permit approval is normally within 2-3 business days.

**Important:** Please list the project cost in the “Project Description” drop box in the SolarAPP+ application.

All applicable links can be found on the Culpeper County Building Department homepage: <https://web.culpepercounty.gov/building> .

Inspections will be a combination of installation photographs and a site inspection. Photographs will include racking bracket mounting and roof rafter/truss structural reinforcement (if applicable).

Due to safety regulations and department policy, the installer or their qualified representative shall be on site during the final inspection to remove electrical device covers for inspection purposes, make necessary corrections to the installation if applicable, or answer any questions the inspector may have. The end goal is to approve the project safely and efficiently while undergoing a positive experience for the contractor and homeowner.