

Solar Panels Application Package Requirements for Westlake

Solar panel contractors must have either **CVC + EC** licenses or **EC + CCC** licenses and must be registered and in good standing with Westlake.

Incomplete permit application packages will NOT be accepted. If this checklist is sent to you, please make sure you have EVERYTHING below and submit the COMPLETE package to

<https://cityviewportal.westlakegov.com/> .

- Permit applications – completely filled out, signed and notarized
 - 1 for electrical (EC license)
 - 1 for structural (CVC or CCC license)
- Plans – must be digitally signed and sealed
 - Must include electrical load calculations
- Survey/site plan marked with panel and equipment placement
- Contractor's signed agreement with owner
- Proof of ownership, via either a warranty deed or a statement from the Property Appraisers office