Residential Remote Solar Rough In

Section 1: Brief Summary

Please read this document in full. It has been prepared to guide contractors on what to submit and how to submit. It also helps ensure consistency in expectations for our inspectors. As we continue to update our processes, please check periodically for any changes.

- The Residential Virtual Solar Rough-In Inspection form has been updated.
- Use the new web form link when submitting inspection requests (**Virtual Inspection Request**).
- Any required audit will be automatically assigned to the next onsite inspection.
- You can continue to request your final inspection through the form.
- **You no longer need to label photos. The system will automatically label each photo using the name of the section where it was uploaded.**
- You can also book a service repair through the form by specifying it in the notes section.

Section 2: Process Steps

Instructions:

1) Review the Photo Submission Requirements to ensure all required photos are available.
2) Contact the Permit Centre to obtain a permit.
3) Submit the plans to the Plans Review department.
4) Wait for plan approval. You will receive an email notification once the plans have been approved.
5) Complete the web form to request a solar rough-in inspection and, if applicable, request a preferred final inspection date.
6) If you are not ready to schedule the final inspection when submitting the form, you can contact the Permit Centre or email INSpilot@nspower.ca at a later date to request it.

Revised November 2, 2026

Section 3: Adding Photos to the Form

Digital Photo Requirements:

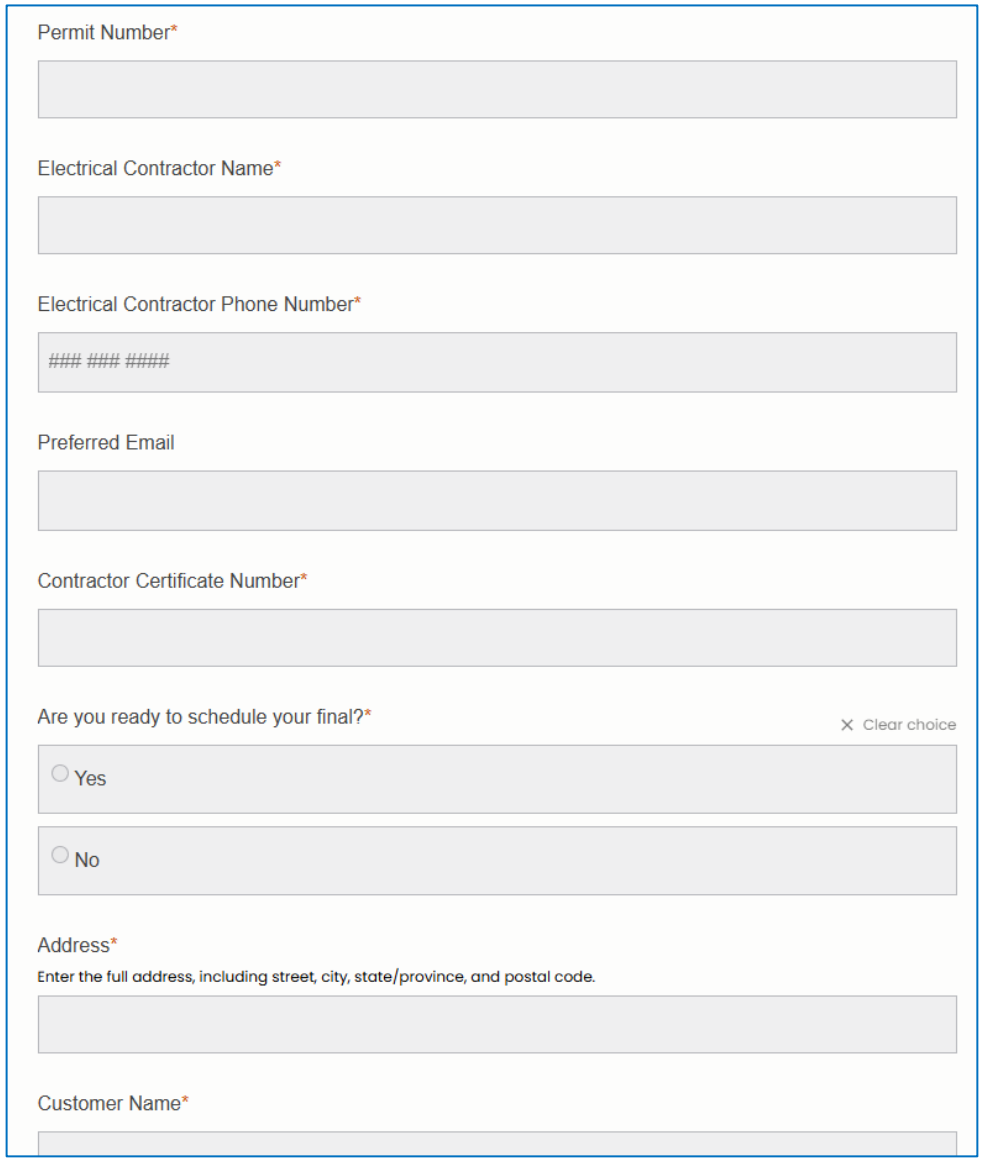
- Photos must be clear and in focus. Make sure the photo isn't blurry. If the inspector cannot see the details, the inspection will fail.
- Avoid shadows or fingers covering part of the photo.
- Send only the photos listed in the photo criteria checklist. Do not include extra or unrelated pictures.
- If a single picture clearly shows the required item, do not send multiple versions or angles of the same component unless the checklist specifically asks for them.
- Take photos in bright, natural light whenever possible.
    - Dark rooms cause phones to work harder, which can increase image file size.
- Move closer to the object instead of using the phone's zoom feature.
    - Zooming can reduce the quality of the photo and increase the file size.
- Avoid "Pro", "Raw" or maximum quality photo modes.
    - These modes create very large file sizes and are usually unnecessary.
- Choose a smaller size when sending or uploading photos.
    - If your phone prompts you, choose medium or small.
- Vertical (portrait) photos are often smaller in file size.
- Send photos in JPEG (JPG) format whenever possible
    - HEIC is the default format for newer iPhones but may be harder for some systems to open; photos may need to be converted to JPEG before sending
- **Do not change the photo's file type by simply renaming it.** For example, a JPG photo should not be renamed with a .PNG extension.
- You will need to upload one photo at a time. If you need to upload multiple photos within the same section, click "Choose file or drag here" to continue adding as many as needed to meet the criteria.
- A maximum of 10 photos can be uploaded per category, with each photo under 10 MB, and a maximum of 50 photos can be submitted per request.

Note:

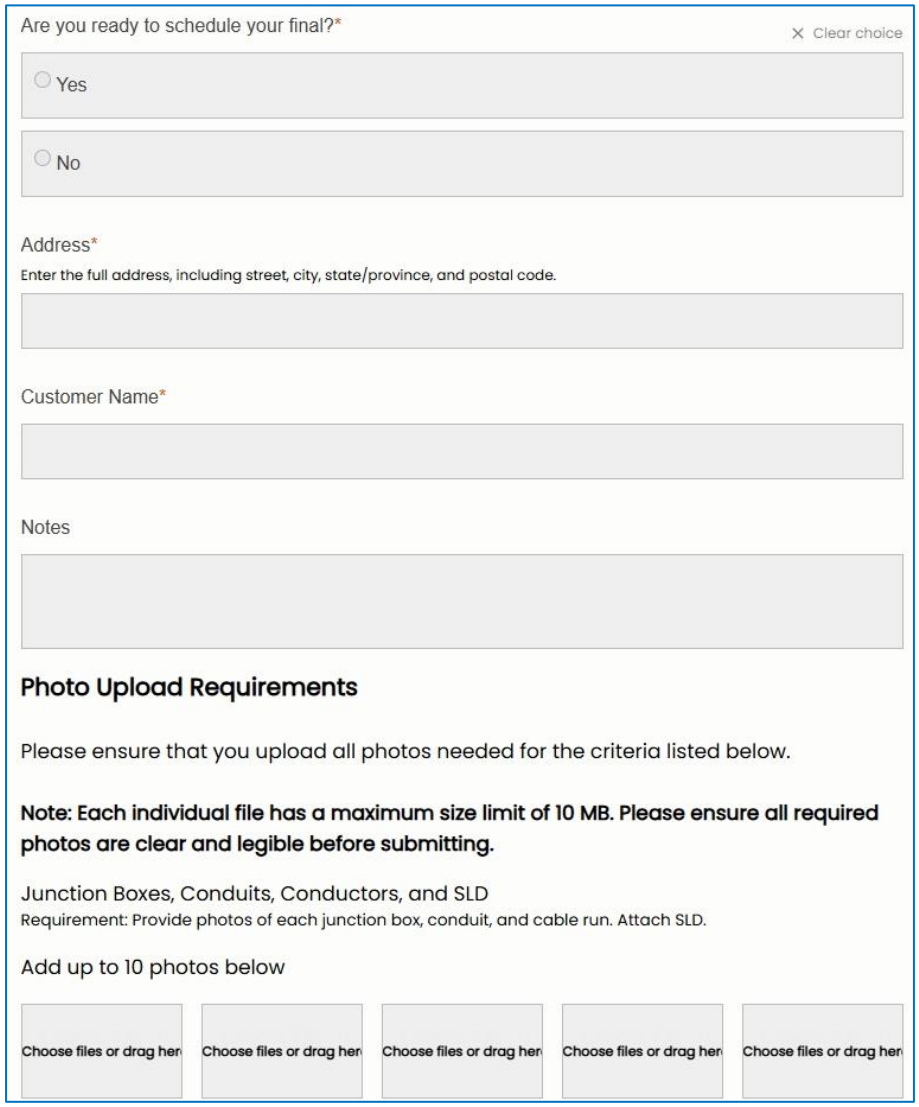
Residential Remote Solar Rough In

Always respect customer privacy. Avoid taking photos that include customers, their family members, or neighbours. Only capture images that are necessary to document the work being completed.

1) Open the form: **Virtual Inspection Request**.



2) Fill in all the required information. If you are ready for final to be scheduled, select yes and enter your preferred date in the box below. If you are not ready for final to be scheduled, select no and leave the preferred final date box below empty.


Are you ready to schedule your final?*

× Clear choice

Yes

No

Address*

Enter the full address, including street, city, state/province, and postal code.

Customer Name*

Notes

Photo Upload Requirements

Please ensure that you upload all photos needed for the criteria listed below.

Note: Each individual file has a maximum size limit of 10 MB. Please ensure all required photos are clear and legible before submitting.

Junction Boxes, Conduits, Conductors, and SLD

Requirement: Provide photos of each junction box, conduit, and cable run. Attach SLD.

Add up to 10 photos below

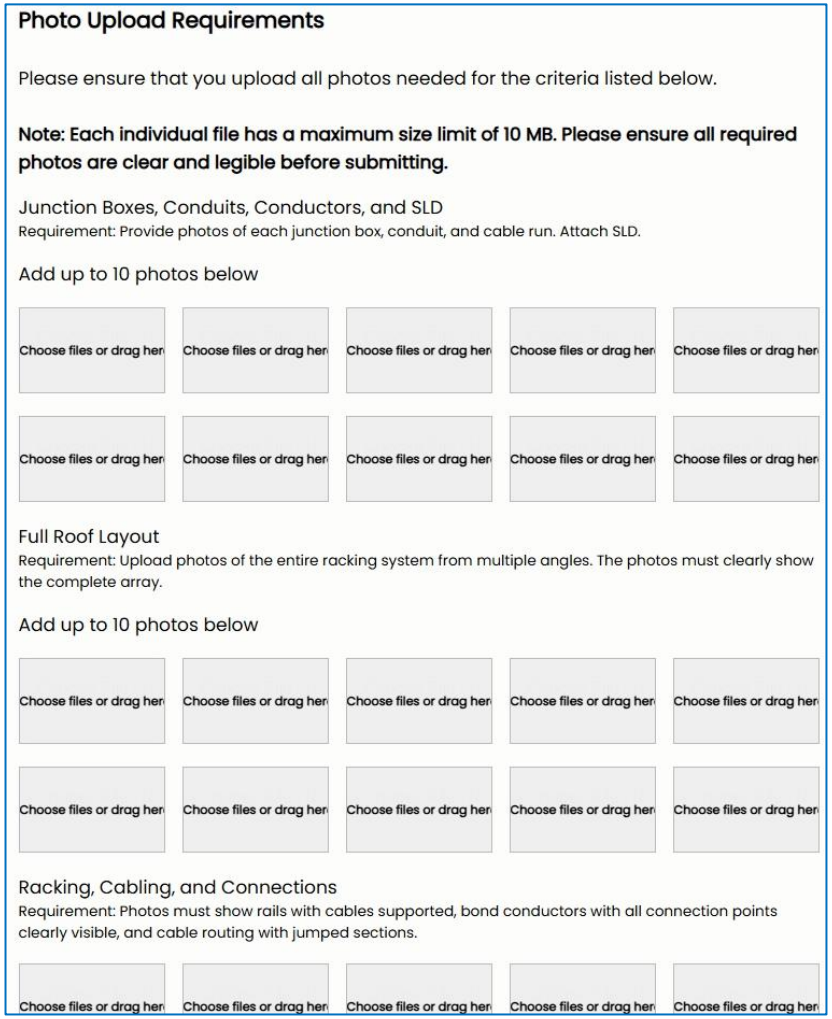
Choose files or drag her | Choose files or drag her | Choose files or drag her | Choose files or drag her | Choose files or drag her

3) Enter any relevant notes for the inspector or Permit team, such as:

a. A preferred inspection date
b. Site-specific information or special considerations

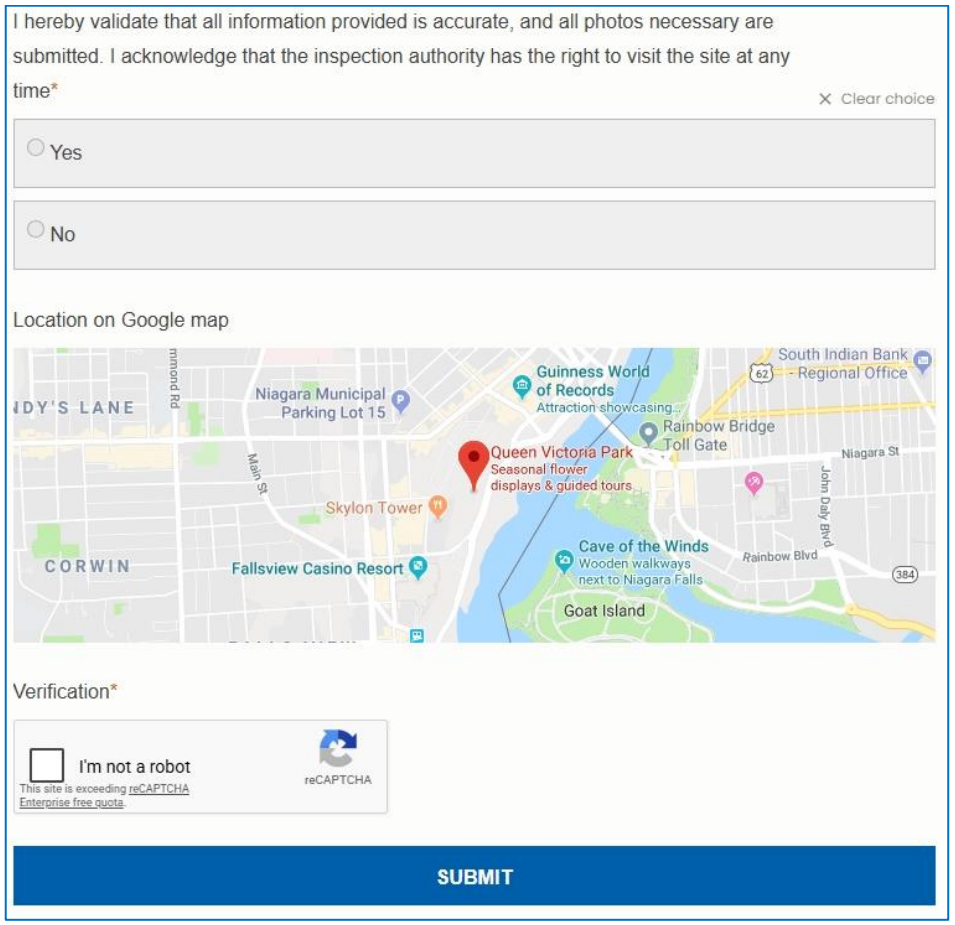
c. Any additional details the inspector should know before the inspection
d. Whether the work involves a service repair

4) Upload the required photos under the appropriate categories (Junction box, Roof, Rack and cabling connections, Equipment, Home confirmation).

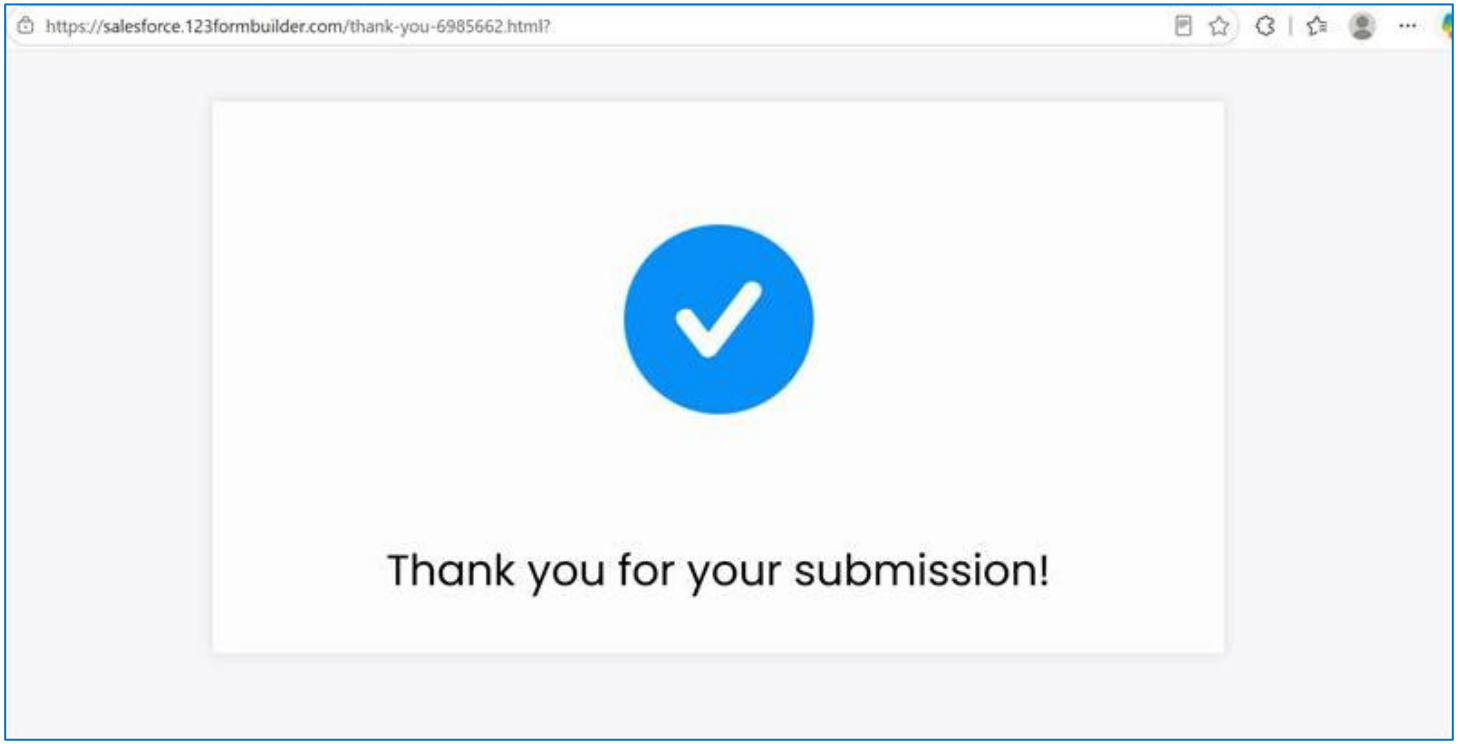


5) Make sure to upload your photos under the correct sections. If any tab is missing a photo, the system will not allow you to submit the form.

6) Review the information and confirm that it is accurate.
7) Complete the verification step.



8) Submit the request and a confirmation message will appear.



9) Contact the Permit Centre if the wrong permit number was entered or if the permit number changes after submission.
10) The Permit team will contact you to confirm the inspection date.
11) The inspector will review your e-inspection on the agreed date.
12) Post inspection: The inspector will provide results of the e-inspection.