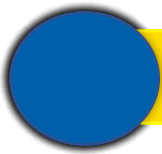


## Section 1: Process Steps

**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.**

### **Instructions:**

- 1) Contact the permit center to pull a permit.
- 2) Submit the plans for inspection to the plans review department.
- 3) Wait for the plans to be approved. You will receive an email from Plans Review once the plans are approved.
- 4) Start by reviewing the “ Residential Virtual Solar Rough-in Inspection Photo Submission Requirements” to ensure all required photos are included.
- 5) To request your solar rough-in inspection and preferred final inspection date, please provide details of the inspection by filling out the web form.
- 6) Fill in the Permit Number, Electrical Contractor Name, Electrical Contractor Phone Number, Contractor Certificate Number. 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.
  - a. If you were not ready to book your final inspection when completing the form, you can call the permit line or email the [INSpilot@nspower.ca](mailto:INSpilot@nspower.ca) at a later date.



Permit Number\*

Electrical Contractor Name\*

Electrical Contractor Phone Number\*

(###-###-####)

Contractor Certificate Number\*

Are you ready to schedule your final?\*

Yes

No

If answered yes to above question, please enter your preferred final date

(YYYY-MM-DD)

- 7) Enter the full address including street, city, province, and postal code. Then enter Customer Name and any Notes you would like to pass along to the inspector or permit team. Examples of notes you may add to the notes section:
- a. Your preferred solar inspection date
  - b. Any relevant details the inspector should know prior to the inspection

Address\*

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

Customer Name\*

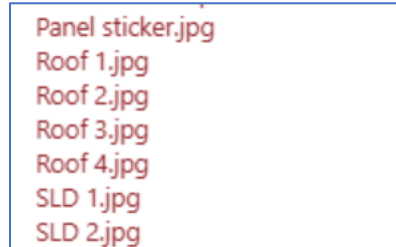
Notes

## Section 2: 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.

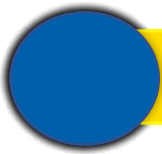
- Vertical (portrait) photos are often smaller in file size.
- Send photos in JPEG (JPG) format whenever possible
  - HEIC is the default format for newer iPhones but may be harder for some systems to open; photos may need to be converted to JPEG before sending
- Please name the attachments clearly to ensure they are easy to understand. Refer to the example below for guidance.



Panel sticker.jpg  
Roof 1.jpg  
Roof 2.jpg  
Roof 3.jpg  
Roof 4.jpg  
SLD 1.jpg  
SLD 2.jpg

- You will need to upload one photo at a time. If you need to upload multiple photos within the same section, click “Add another” to continue adding as many as needed to meet the criteria.
- **Each individual file has a maximum size limit of 25 MB, with a total combined upload limit of 100 MB.**

Lastly, please upload all required photos to meet the inspection criteria. There are five separate tabs for photo uploads, each corresponding to a specific inspection criteria. 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.



**Junction Boxes, Conduits, Conductors, and SLD\***  
 No file chosen  
[Add another](#)  
Requirement: Provide photos of each junction box, conduit, and cable run. Attach SLD.

**Full Roof Layout\***  
 No file chosen  
[Add another](#)  
Requirement: Upload photos of the entire racking system from multiple angles. The photos must clearly show the complete array.

**Racking, Cabling, and Connections \***  
 No file chosen  
[Add another](#)  
Requirement: Photos must show rails with cables supported, bond conductors with all connection points clearly visible, and cable routing with jumped sections

**Equipment Photos\***  
 No file chosen  
[Add another](#)  
Requirement: Include photos of all equipment and equipment labels, showing approval markings.

**Home Confirmation Photo\***  
 No file chosen  
[Add another](#)  
Requirement: Photos must include a wide shot showing the home to confirm that the array matches the property. The address or civic number must be visible, which can be displayed on a temporary sign.

- 1) Review the section title and listed requirements to ensure you upload all necessary photos under the correct category.
- 2) Once all photos are added, review and validate all the information you provided, then click Submit.

I hereby validate that all information provided is accurate, and all photos necessary are submitted. I acknowledge that the inspection authority has the right to visit the site at any time\*

Yes

No

I'm not a robot



**SUBMIT**

- 3) After submitting the form, a confirmation message will appear on the next page. If you do not receive a confirmation message, email [INSpilot@nspower.ca](mailto:INSpilot@nspower.ca) to verify that your submission was received.

### SOLAR ROUGH-IN REMOTE INSPECTION REQUEST

Thank you for your submission, someone will contact you shortly to confirm it has been received.

- 4) The Permit team will contact you to confirm the inspection date.  
5) The inspector will review your e-inspection on the agreed date.  
6) Post inspection: The inspector will provide results of the e-inspection.