

# **Building Standards & Safety**

## **Minor Domestic Work**



This guidance applies if your application is to install solar hot water panels or photovoltaic (PV) panels. Please use this in place of the 'Applying for a Building Warrant' guide. It does not apply if you are also applying for consent to carry out other work at the same time.

### **What you need to send with your application form**

- Application form and fee (form and fee schedule inside application pack)
- An external photo that shows the area of your roof where the panel(s) will be located
- A sketch to show the position of the panels on the roof and the number of panels
- The product manufacturer's information that includes details of how the panels will be fitted to type of roof that you have e.g. tiled roof
- Name and address of who will be installing your panels (where available)

### **How we'll process your application**

When we receive your application we will check that the form, fee and additional information is in order. If everything is satisfactory we aim to complete this check and send out your building warrant within 10 working days from the date received. If we need more information then we will contact you to explain what we need. Please provide a contact telephone number and/or email address to help us do this more quickly.

You can also check the progress of your application online at [www.fifedirect.org.uk/buildingstandards](http://www.fifedirect.org.uk/buildingstandards)

### **Structural Impact**

Some panels are fitted on a frame with brackets over the existing roof. If more than one row of this type of panel is to be fitted on to your roof then a structural appraisal will be required. This means that you need to provide confirmation from a suitable qualified Engineer that the existing roof trusses and joints are adequate to take the existing load and wind uplift.

If the panels are fitted 'in-plane' i.e. replacing your existing roof tiles then a structural appraisal is not normally required but the measures in place to hold your roof down may need to be checked and strengthened.

### **Where to send your application**

Please send your application to: Building Standards & Safety  
Forth House  
Abbotshall Road  
Kirkcaldy  
KY1 1RU

### **Planning permission**

Most applications for solar hot water panels are permitted development and do not need Planning permission. We will check this before your application is approved and let you know if you also need to apply for Planning permission.

### **Further Information**

If you have any questions or would like more information please contact us on 08451 55 11 22 or email [bss.info@fife.gov.uk](mailto:bss.info@fife.gov.uk)