



Following are the basic procedural items that must be completed prior to installing Solar Photo Voltaic Systems within the City of Hastings, NE.

1. Please review City Code Chapter 34-320 before preparing your plans and application. This is located at:  
[https://library.municode.com/ne/hastings/codes/code\\_of\\_ordinances?nodeId=CH34ZOO R ARTIIISUDIRE S34-320SOENUS](https://library.municode.com/ne/hastings/codes/code_of_ordinances?nodeId=CH34ZOO R ARTIIISUDIRE S34-320SOENUS)
2. Apply for a building permit on the City of Hastings online portal, which is found here:  
<https://cityofhastings.portal.iworq.net/portalhome/cityofhastings>
  - a. You will navigate to the Building Permit link found on the page where it says "Click Here".
  - b. Fill out the form as completely as is possible for the work to be done, including a good description of the work under the "Scope of Work" space.
  - c. Upload all documentation to the permit, including; Site Plan, materials to be used and plans for any mounting.
  - d. The City of Hastings requests all plans and specifications for the solar project be uploaded with the building permit sixty (60) days prior to the installation of self-generating equipment.
  - e. Notes:
    - i. Ground mounted systems will require easements, and quite possibly fencing around the structure.
    - ii. Roof mounted systems will require zoning checks to insure the units are allowed, and will require "Rapid Shutdown".
3. An Interconnection Agreement with Hastings Utilities that outlines the solar and electrical system guidelines must be signed and returned to the Utility Department. Contact 402-463-1371 or [customerservice@hastingsutilities.com](mailto:customerservice@hastingsutilities.com) to obtain an Interconnection agreement.
4. An electrical permit must be acquired.
  - a. A licensed electrician within the City of Hastings must perform all electrical work, including any connections to the solar panels, or equipment.
  - b. The electrician must apply for an electrical permit using the online portal.
  - c. One-line drawings, any mounting drawings and devices that will be used must be uploaded to the electrical permit for review prior to installation.
5. Once the project is at a point of completion, the installing contractor must call Development Services to have the installation inspected by the Building Inspector, Electrical Inspector and Hastings Utilities prior to energizing.

220 North Hastings Avenue  
Hastings, NE 68901



[www.cityofhastings.org](http://www.cityofhastings.org)

Inspection: (402) 461-2302  
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