

Roof + Solar Coordination Checklist

For a roof replacement beneath an existing rooftop solar array

ONE PROJECT - SEPARATE WRITTEN ROOFING AND SOLAR RESPONSIBILITIES

The U.S. Department of Energy says panels and the mounting system need to be removed to complete a roof replacement. Use this question set before scheduling either crew. It is not a contractor recommendation, permit decision, electrical instruction, warranty interpretation, or price quote.

1. Identify the solar system

- ☐ Owned, financed, leased, or power-purchase agreement
- ☐ Original installer, current service contact, and monitoring access
- ☐ Panel, inverter, racking, and attachment records
- ☐ Contract restrictions and existing equipment warranties

2. Assign every handoff

- ☐ Shutdown and any required utility, permit, or inspection steps
- ☐ Removal, labeling, inventory, storage, and wiring protection
- ☐ Roof dry-in approval before solar reinstallation
- ☐ Reinstallation, testing, monitoring, and final closeout

3. Protect roof and solar warranties

- ☐ Deck repairs, attachment locations, flashing, and sealant details
- ☐ New versus reused mounts, fasteners, and damaged components
- ☐ Responsibility for leaks, equipment faults, and later service
- ☐ Photographs before panels conceal the completed roof details

4. Put schedule and price in writing

- ☐ Removal date, roof start, dry-in gate, and reinstallation date
- ☐ Weather, concealed damage, unavailable parts, and delay terms
- ☐ Separate roofing and solar prices, deposits, exclusions, and changes
- ☐ Expected period without production and post-work test record

Shared handoff record

	RESPONSIBLE PARTY	TARGET / COMPLETED
Solar shutdown and removal		
Roof start and dry-in approval		
Solar reinstallation and testing		
Monitoring restored and records received		

Current planning sources

U.S. Department of Energy: energy.gov/cmei/systems/articles/should-i-replace-my-rooftop-solar-system

Charles County Planning and Growth Management FAQ:
charlescountymd.gov/government/planning-and-growth-management/planning-and-growth-management-frequently-asked-questions