



CITY OF PORT ORCHARD

Permit Center

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 Port Orchard, WA 98366
 (360) 874-5533 · permitcenter@cityofportorchard.us

RESIDENTIAL SOLAR PANELS PERMIT APPLICATION

An Incomplete application will not be accepted.

1. PROJECT INFORMATION:			
Describe the PV System. <i>Be specific. Include the manufacturer name and model number of PV modules and inverters.</i>			
Construction Value: _____ <i>(Use the bid contract amount or the cost of materials x 2. IRC 109.3)</i>			
Complete the following checklist:		Yes	No
1.	I am applying for a building permit for a <u>residential</u> solar photovoltaic system: rooftop mounted.	<input type="checkbox"/>	<input type="checkbox"/>
2.	PV system is designed and proposed for a detached one- or two-family dwelling or townhouse not more than three stories above grade or detached accessory structure that is code compliant to setbacks and height, or code allows expansion of nonconformity for solar modules. [IRC 101.2]	<input type="checkbox"/>	<input type="checkbox"/>
3.	Modules on pitched roofs do not exceed the highest point of the roof unless approved by the local jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Rooftop is made from lightweight material such as a single layer of composition shingles, metal roofing, lightweight masonry, or cedar shingles.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The installation shall comply with the manufacturer's instructions. [IRC M2302.2]	<input type="checkbox"/>	<input type="checkbox"/>
6.	The installation shall meet the requirements of NFPA 70 National Electric Code, and all required electrical permit(s) must be obtained from the Authority Having Jurisdiction to administer the electrical code. [IRC M2302.2]	<input type="checkbox"/>	<input type="checkbox"/>
7.	The installation shall meet the requirements of the International Fire Code as amended by WA State. [IRC M2302.2]	<input type="checkbox"/>	<input type="checkbox"/>
8.	The PV system is designed for the wind speed of the local area, and will be installed per the manufacturer's specifications. [IRC M2302.2.1(1)]	<input type="checkbox"/>	<input type="checkbox"/>
9.	The ground snow load does not exceed 70 pounds per square foot. [IRC M2302.2.1(2)]	<input type="checkbox"/>	<input type="checkbox"/>
10.	Total dead load of modules, supports, mountings, raceways and all other appurtenances weigh no more than four pounds per square foot. [IRC M2302.2.1(3)] Enter total dead load of system (lbs/ft²): _____	<input type="checkbox"/>	<input type="checkbox"/>
11.	To address uplift, modules are mounted no higher than 18" above the surface of the roofing to which they are affixed. [IRC M2302.2.1(4)]	<input type="checkbox"/>	<input type="checkbox"/>
12.	Supports for solar modules are installed to spread the dead load across as many roof-framing members as needed to ensure that no point load exceeds fifty (50) pounds. [IRC M2302.2.1(5)]	<input type="checkbox"/>	<input type="checkbox"/>
13.	The photovoltaic modules and supporting structure shall be constructed of noncombustible materials or fire-retardant treated wood equivalent to that required for the roof construction. [IRC M2302.2.1]	<input type="checkbox"/>	<input type="checkbox"/>
14.	Roof and wall penetrations shall be flashed and sealed to prevent entry of water, rodents, and insects. [IRC M2302.2.2]	<input type="checkbox"/>	<input type="checkbox"/>
15.	PV modules are listed and labeled with a fire classification in accordance with UL 1703. [IRC M2302.2.3]	<input type="checkbox"/>	<input type="checkbox"/>

2. SUBMITTAL REQUIREMENTS. *Check the box for each item included with this application.*

THE MASTER PERMIT APPLICATION FORM with original signature(s).

One Master form covers all applications that are included with this submittal.

TWO COPIES: Completed Residential Solar Panels application. *(this form)*

TWO COPIES: Site Plan. Show:

- The location of house and array/equipment on lot.
- Setbacks to the property lines.

TWO COPIES: Roof Plan. Show:

- The array.
- The measurement of perimeter space at ridge and sides.

TWO COPIES: Spec Sheets and Installation Manuals:

All manufactured components, including but not limited to:

- PV modules,
- inverters,
- combiner box,
- disconnects, and
- mounting system.

Mounting system information:

- Method and type of weatherproofing roof penetrations (e.g. flashing, caulk).
- Total weight of PV modules and rails.
- Total number of attach points.
- Weight per attach point.
- Maximum spacing between attachment points.
- Total surface area of PV modules (ft²).
- Distributed weight of PV module on roof (lbs/ft²).

FOR ROOFTOP SYSTEMS: If you did not check 'yes' to all the criteria in the checklist (1 – 15) on Page one, also provide:

TWO COPIES of Roof Framing Plan.

TWO COPIES of Structural Documentation:

- Either Structural calculations by a WA State licensed engineer or other competent person showing the adequacy of the existing roof structure to support the additional load, or
- Documentation showing that the roof structure was substantially overbuilt compared to prescriptive code requirements.

FOR GROUND MOUNTED SYSTEMS: In addition to a Site plan, Spec Sheets and Manuals as listed above, also provide:

TWO COPIES: Structural calculations by a WA State licensed engineer or other competent person showing how the structure meets the wind design requirements for the structure and footings.