



COMMUNITY DEVELOPMENT DEPARTMENT

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Code Administration Division

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**RESIDENTIAL
SOLAR
PHOTOVOLTAIC
SYSTEMS
ROOF MOUNTED
APPLICATION
PACKET**



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Over-the-Counter Building Permit Checklist for Residential Solar Photovoltaic Systems: Roof Mounted

Contractors can apply for an Over-the-Counter (OTC) permit where the PV system meets the requirements listed in this checklist. All project plans and supporting documentation must be provided on-site for the inspector.

Please complete this checklist and submit with a completed Building Permit Application form and (2) sets of construction plans.

TO BE COMPLETED BY APPLICANT TO DETERMINE IF THE PROJECT QUALIFIES FOR EXPEDITED PERMITTING:

1.	PV system is designed and proposed for a detached one- or two-family dwelling or townhouse not more than (3) stories above grade or detached accessory structure and are listed and labeled in accordance with UL1741.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Modules on pitched roofs do not exceed the highest point of the roof unless approved by the local jurisdiction.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Rooftop is made from lightweight material such as a single layer of composition shingles, metal roofing, lightweight masonry, or cedar shingles.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	The PV system is designed for the wind speed of the local area and will be installed per the manufacturer's specifications (IRC R.324.4). City of Yakima Residential = 110 mph (or 85 mph for ASD).	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Total dead load of modules, supports, mountings, raceways and all other appurtenances weigh no more than (4) pounds per square foot (IRC R.324.4). The total dead load of the system is (lbs/ft): _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	To address uplift, modules are mounted no higher than 18 inches above the surface of roofing to which they are affixed (IRC R.324.4).	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	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 (50) pounds (IRC R.324.4).	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	The manufacturer's instructions and specifications are included with the completed Building Permit application form.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Is the building located in a Historic District or on a Historical Register?	<input type="checkbox"/> Yes <input type="checkbox"/> No



Building Permit Application

Building Permit # _____

Site Address: _____ Parcel #: _____

Primary Contact Name: _____ Phone#: _____ Email: _____

Construction Type(s): _____ IBC/IRC Occupancy Classification _____ Estimated Cost of Construction: _____

- Change of building occupancy classification? Yes No New land use designation or change of land use designation proposed? Yes No
 Will 1 acre or more be cleared or graded? Yes No Will this project create an Accessory Dwelling Unit per YMC 15.09.045? Yes No
 Is this property within the flood area? Yes No Will temporary construction trailers be utilized? Yes No

Zoning District: _____

Description of Work (if lengthy, please attach on a separate document)

Building Information

- Single-Family New Single-Family Alteration Single-Family Addition
 Multifamily New Multifamily Alteration Multifamily Addition
 Commercial New Commercial Addition New Commercial Tenant Renovation for Existing Commercial Tenant

Square Footages of NEW Construction

1st Floor _____ 2nd Floor _____ 3rd Floor _____ Basement _____ Unfinished Attic Space _____
 Garage _____ Carport _____ Covered Porch _____ Covered Patio _____
 # of stories _____ # of bathrooms _____ # of bedrooms _____ # of units (residential) _____ # of tenants (commercial) _____

- Fire Sprinkler?: Yes No City Water?: Existing New City Sewer?: Existing New
 Fire Alarm?: Yes No Well?: Existing New Septic System?: Existing New

Contact Information

Applicant Name: _____ Applicant Address: _____

Phone #: _____ Email: _____ Alt. Phone: _____

Contractor Name: _____ Contractor Address: _____

Phone #: _____ Email: _____ Contractor License #: _____

Registered Design Pro. Name: _____ Design Pro Address: _____

Phone #: _____ Email: _____ License #: _____

***If required by the International Building Code, will you be the design professional in responsible charge of this project? Yes No

Property Owner Name: _____ Owner Address: _____

Phone #: _____ Email: _____ Alt. Phone: _____

Lending Info Provided? N/A Not Provided To be provided at a later date

Lending Institution: _____ Phone #: _____ Address: _____

Declaration

I hereby certify that **(please select one)**:

- I am a **CONTRACTOR** or **SPECIALTY CONTRACTOR** currently registered and properly licensed as defined under RCW 18.27.010 and 18.27.110 and am legally qualified to perform the work sought by this permit.
 I am an **AUTHORIZED AGENT** of the property owner and all work will be done by the property owner or a properly licensed contractor or specialty contractor as defined under RCW 18.27.010 and 18.27.110 and is legally qualified to perform the work sought by this permit.
 I am **EXEMPT** from the requirements of the Contractor Registration laws, per RCW 18.27.090, and will abide by all provisions and conditions of the exemption as stated. I will do all of my own work or use all registered and licensed contractors and/or specialized contractors in connection with the work to be performed under the permit applied for herein.

I hereby certify under penalty of perjury of the Laws of the State of Washington that I have read and examined this application and know that the information contained herein is true and correct. I understand that the granting of a permit does not authorize me in any way to violate or cancel any of the provisions of state, federal or local laws regulating the construction or performance of construction sought under this permit.

Signature _____

Print Name _____

Date _____