



Solar Photovoltaic Power Systems

Project Information: _____

Project Name: _____ **City/Jurisdiction:** _____

Building Department Review Survey

Yes	No	
		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.
		Specify roof pitch (rise/run): _____
		Rooftop is made from lightweight material such as a single layer of composition shingles, metal roofing, lightweight masonry, or cedar shingles.
		The installation will comply with the manufacturer's instructions and specifications. [IRC R324.4]
		The installation will 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.
		The PV system is designed for the wind speed of the local area. [IRC R324.4]
		The ground snow load does not exceed 70 pounds per square foot. [IRC R324.4]
		Total dead load of modules, supports, mountings, raceways and all other appurtenances weigh no more than four (4) pounds per square foot.
		Enter total dead load of system (psf): _____
		To address uplift, modules are mounted no higher than 18" above the surface of the roofing to which they are affixed. [IRC R324.4]
		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 R324.4]
		The photovoltaic modules and supporting structure will be constructed of noncombustible materials or fire-retardant treated wood equivalent to that required for the roof construction.
		Roof and wall penetrations will be flashed and sealed to prevent entry of water, rodent, and insects.
		PV modules are listed and labeled with a fire classification in accordance with UL 1703. [IRC M2302.2.3]

If you answered yes to **all** of the above survey questions, your project does not require a Building Department review. If you answered no to any of the questions, ensure that the engineered loading information is included in your submittal.

Fire Access/Pathway Review Survey

Yes	No	
		Residential dwelling has or will have fire sprinklers installed.
		Residential dwelling has an approved mechanical or passive ventilation system installed.
		The total combined area of the array does not exceed 33% of the total roof area and does not exceed 1,000 sq. ft. in total area and 18" minimum unobstructed pathways will be provided along each side of all horizontal ridges.

If you answered yes to **one** of the above survey questions, your project does not require a fire access/pathway review.

If your project does not require a Building Department review and a Fire Access/Pathway review, your permit will be subject to field review by the Fire Department and the permit issuance will be expedited by the Permit Center. All required documentation will be required to be submitted with your application and available on-site during the inspection.



Minimum Submittal Standards:

Plans which do not contain the minimum information required will not be accepted for plan check.

Requirements:

Applicant	Office Use Only	Description of Requirements
		Numbers of plan sets are dictated by the Permitting Authority.
Working Drawings – Floor Plans:		
		Site diagram with location and solar array layout with dimensions.
		Roof type and slope.
		Compass direction and clearly marked scale.
		Engineering loads will be required if maximum allowed 4-foot pounds is exceeded.
System Information:		
		Legend showing all symbols, device descriptions, size, and type.
		Cut sheets for all equipment being used.
		Provide narrative of the scope of work.

Please read the information below and sign before submitting your application:

Your application shall be deemed complete only if this checklist is completed and submitted along with the submittal package. Submittals not accompanied by a checklist will not be accepted. Accuracy of the submittal package, including this checklist, is the responsibility of the applicant. Failure to submit an accurate submittal package will be considered an incomplete application by the Plan Reviewer. An incomplete submittal will result in a HOLD. A resubmittal (new submittal package) will be required and always results in a delay.

I have checked the application boxes and have included those requirements in my submittal.

Print Name

Signature