



Community Development Department
21719 96th St. E., Second Floor
Buckley, WA 98321
Phone: 253-447-4356

**BUILDING PERMIT CHECKLIST FOR RESIDENTIAL SOLAR PHOTOVOLTAIC SYSTEMS:
ROOFTOP MOUNTED**

-----TO BE COMPLETED BY APPLICANT-----

① Project Information

Property Owner Name: _____

Project Address: _____

Parcel #: _____ Day Phone #: _____

Contractor Name: _____

Contractor License #: _____ Phone #: _____

PV system description to include manufacturer and model # of PV modules and inverters: _____

② Please answer the following questions pertaining to your specific project:

1. 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.

Yes No

2. Modules on pitched roofs do not exceed the highest point of the roof unless approved by the local jurisdiction. Yes No

3. Rooftop is made from lightweight material such as a single layer of composition shingles, metal roofing, lightweight masonry, or cedar shingles. Yes No

4. The installation shall comply with the manufacturer's instructions. Yes No

5. 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. Yes No
6. The installation shall meet the requirements of the International Fire Code [Section 1204] as amended by WA State. Yes No
7. The PV system is designed for the wind speed of the local area and will be installed per the manufacturer's specifications. Yes No
8. The ground snow load does not exceed 70 pounds per square foot.
Yes
No
9. Total dead load of modules, supports, mountings, raceways, and all other appurtenances weigh no more than four pounds per square foot. Enter total dead load of system (lbs./ft2): _____ Yes
No
10. To address uplift, modules are mounted no higher than 18" above the surface of the roofing to which they are affixed. Yes No
11. 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.
Yes No
12. 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. Yes
No
13. Roof and wall penetrations shall be flashed and sealed. [IRC 324.4.3] Yes No
14. PV modules are listed and labeled with a fire classification in accordance with UL 1703. Yes
No
15. All systems must be equipped with a rapid shutdown disconnect switch and be labeled in red on a white background "**SOLAR PV SYSTEM EQUIPED WITH A RAPID SHUTDOWN.TURN RAPID SHUTDOWN SWITCH TO THE OFF POSITION TO SHUTDOWN PV SYSTEM AND REDUCE SHOCK HAZARD IN ARRAY.**" Yes No

3 Submit this checklist, site plan to include a roof plan showing locations of panels and roof pitches, and manufacturer specification sheets

As the property owner or authorized representative of the above listed property, I attest that all information in this checklist is accurate to the best of my knowledge.

Applicant Signature: _____ Date: _____

Applicant Name (Please Print): _____