



DEPARTMENT OF COMMUNITY DEVELOPMENT

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EXPEDITED PERMITTING CHECKLIST FOR RESIDENTIAL PHOTOVOLTAIC SYSTEMS: ROOFTOP MOUNTED

1 Project Information

Project Applicant:	
Site Owner Name:	
Project Address:	
PV system description:	

2 Determine if your project needs a building permit (check all that apply):

	Yes	No
1. PV system is designed and proposed for a structure previously built to code.	<input type="checkbox"/>	<input type="checkbox"/>
2. PV system is designed for rooftop of a building in general compliance with applicable codes.	<input type="checkbox"/>	<input type="checkbox"/>
3. Mounting system is engineered and designed for PV.	<input type="checkbox"/>	<input type="checkbox"/>
4. Rooftop is made from lightweight material such as shingles.	<input type="checkbox"/>	<input type="checkbox"/>
5. PV system has been pre-approved by electrical permitting agency.	<input type="checkbox"/>	<input type="checkbox"/>
6. To address uplift, panels are mounted no higher than 18" above the surface of the roofing to which they are affixed. Except for flat roofs, no portion of the system may exceed the highest point of the roof.	<input type="checkbox"/>	<input type="checkbox"/>
7. Total dead load of panels, supports, mountings, raceways and all other appurtenances weigh no more than one of the following. If YES , indicate which: <input type="checkbox"/> No more than three and one-half (3.5) pounds per square foot (PSF) <input type="checkbox"/> Frameless panels on at least 3/12 pitch roof weighing no more than four and one-half (4.5) PSF <input type="checkbox"/> Frameless panels on at least 5/12 pitch roof weighing no more than five (5.0) PSF	<input type="checkbox"/>	<input type="checkbox"/>
8. Supports for solar panels are installed to spread the dead load across as many roof-framing members as needed to ensure that at no point are loads in excess of fifty (50) pounds are created.	<input type="checkbox"/>	<input type="checkbox"/>
9. Attachment to the roof is specified by the mounting system manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>
10. Method and type of weatherproofing roof penetrations is provided	<input type="checkbox"/>	<input type="checkbox"/>
11. Home is code compliant to setbacks and height, or code allows expansion of nonconformity for solar panels.	<input type="checkbox"/>	<input type="checkbox"/>
12. Panels are mounted no higher than the roof ridge or apex of roof (applies only to pitched roofs)	<input type="checkbox"/>	<input type="checkbox"/>

If you answered yes to all of the above questions, an over-the-counter permit is authorized.

3 Submit this Checklist and Mechanical Permit Application and Site Plan to:

I attest that all information in this checklist is accurate to the best of my knowledge.

Applicant Signature:	Date:
Applicant Name (Please Print):	