



CITY OF TUMWATER
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**ROOFTOP-MOUNTED
 RESIDENTIAL
 SOLAR PHOTOVOLTAIC SYSTEMS**
Submittal Checklist

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APPLICANT INFORMATION *(please print neatly)*

NAME OF APPLICANT: _____ EMAIL: _____

SUBJECT PROPERTY INFORMATION

ADDRESS OF PROPERTY (COMPLETE): _____

Contractors can apply for an expedited permit to install a rooftop-mounted residential solar photovoltaic (PV) system where the PV system meets the requirements listed in this checklist.

A. APPLICATION	Provided	Staff
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| 1. Provide a complete and signed (by owner or authorized representative) application and applicable fee. | | |
| 2. Include the PV system description with manufacturer and model # of PV modules and inverters on the application in the area titled 'Description of work to be performed'. | | |
| 3. Provide two copies of all plans and two copies of all specifications. Draw plans to scale of 1/4" = 1' or larger. All notations and drawings must be clear and legible. | | |

B. DETERMINE IF YOUR PROJECT QUALIFIES FOR EXPEDITED PERMITTING	Yes	No
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| 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 setback and height, or code allows expansion of nonconformity for solar modules. [IRC 101.2] | | |
| 2. Modules on pitched roofs do not exceed the highest point of the roof unless approved by the local jurisdiction. | | |
| 3. Rooftop is made from lightweight material such as a single layer of composition shingles, metal roofing, lightweight masonry, or cedar shingles. | | |
| 4. The installation shall comply with the manufacturer's instructions. [IRC M2302.2] | | |
| 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. [IRC M2302.2] | | |
| 6. The installation shall meet the requirements of the International Fire Code as amended by Washington State. | | |
| 7. 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(2)] | | |
| 8. The ground snow load does not exceed 70 pounds per square foot. [IRC M2302.2.1(2)] | | |
| 9. Total dead load of modules, supports, mountings, raceways and all appurtenances to weigh no more than four pounds per square-foot. [IRC M2302.2.1(3)] | | |

Enter total dead load of system (lbs/sq. ft.): _____

ROOFTOP MOUNTED SOLAR PHOTOVOLTAIC SYSTEMS SUBMITTAL CHECKLIST

B. DETERMINE IF YOUR PROJECT QUALIFIES FOR EXPEDITED PERMITTING (CONTINUED)

Yes No

10. To address uplift, modules are mounted no higher than 18-inch above the surface of the roofing to which they are affixed. [IRC M2302.2.1(4)]

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. [IRC M2302.2.1(5)]

12. The photovoltaic modules and supporting structure shall be constructed of non-combustible materials or fire-retardant treated wood equivalent to that required for the roof construction. [IRC M2302.2.1]

13. Roof and wall penetrations shall be flashed and sealed to prevent entry of water, rodents, and insects. [IRC M2302.2.2]

14. PV modules are listed and labeled with a fire classification in accordance with UL 1703. [IRC M2302.2.3]

C. ELECTRONIC SUBMITTAL

Provided

Staff

1. Compact disc (CD) or USB drive containing all of the plans, reports, etc. as outlined under A above, in PDF-file format. Maximum format shall be 300 dpi.
Note: Please do not include the application or submittal checklist in electronic format.

I verify that all required documents associated with this application have been submitted.

Signature of Applicant/Representative

Date