



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

TUM - _____ _____ RCVD BY _____	DATE STAMP
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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
1. Provide a complete and signed (by owner or authorized representative) application and applicable fee.	<input type="checkbox"/>	<input type="checkbox"/>
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'.	<input type="checkbox"/>	<input type="checkbox"/>
3. Draw plans to scale of 1/4" = 1' or larger. All notations and drawings must be clear and legible.	<input type="checkbox"/>	<input type="checkbox"/>
B. DETERMINE IF YOUR PROJECT QUALIFIES FOR EXPEDITED PERMITTING	Yes	No
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]	<input type="checkbox"/>	<input type="checkbox"/>
2. Modules on pitched roofs do not exceed the highest point of the roof unless approved by the local jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>
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"/>	<input type="checkbox"/>
4. The installation shall comply with the manufacturer's instructions. [IRC M2302.2]	<input type="checkbox"/>	<input type="checkbox"/>
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]	<input type="checkbox"/>	<input type="checkbox"/>
6. The installation shall meet the requirements of the International Fire Code as amended by Washington State.	<input type="checkbox"/>	<input type="checkbox"/>
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)]	<input type="checkbox"/>	<input type="checkbox"/>
8. The ground snow load does not exceed 70 pounds per square foot. [IRC M2302.2.1(2)]	<input type="checkbox"/>	<input type="checkbox"/>
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)]	<input type="checkbox"/>	<input type="checkbox"/>
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)]	<input type="checkbox"/>	<input type="checkbox"/>
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)]	<input type="checkbox"/>	<input type="checkbox"/>
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]	<input type="checkbox"/>	<input type="checkbox"/>
13. Roof and wall penetrations shall be flashed and sealed to prevent entry of water, rodents, and insects. [IRC M2302.2.2]	<input type="checkbox"/>	<input type="checkbox"/>
14. PV modules are listed and labeled with a fire classification in accordance with UL 1703. [IRC M2302.2.3]	<input type="checkbox"/>	<input type="checkbox"/>

C. ELECTRONIC SUBMITTAL

	Provided	Staff
1. Submitting online: Upload documents, naming them with the project address and document name (project address – application, checklist, plans, etc). <input type="checkbox"/>	<input type="checkbox"/>	
Submitting in person: USB drive containing apps, checklist, plans, reports, etc. as outlined under B and C above, in PDF-file format. Maximum format shall be 300 dpi. <input type="checkbox"/>	<input type="checkbox"/>	

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

Signature of Applicant/Representative

Date