

# POLK COUNTY BUILDING DEPARTMENT



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## PRESCRIPTIVE SOLAR PHOTOVOLTAIC INSTALLATION PERMIT APPLICATION

Office use only:

PERMIT #: \_\_\_\_\_

DATE: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_

ISSUED BY: \_\_\_\_\_

This application is only for the installation of Solar Photovoltaic Installations utilizing the prescriptive path described in the Oregon Structural Specialty Code (OSSC) Section 3111.3.5. For permits that do not comply with these sections, please contact our office.

### 1. TYPE OF CONSTRUCTION

☐ Residential ☐ Commercial

### 2. ASSOCIATED PERMIT NUMBERS (List below)

### 3. LOCATION OF INSTALLATION

Job Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_ County \_\_\_\_\_

Directions \_\_\_\_\_

Job Description \_\_\_\_\_

### 4a. CONTRACTOR INSTALLATION Permit Holder: ☐ Yes ☐ No

Contractor \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_ Job Number \_\_\_\_\_

Property Owner \_\_\_\_\_

CCB Lic. No. \_\_\_\_\_ BCD Lic. No. \_\_\_\_\_

Other License. No. \_\_\_\_\_

Active Licenses: ☐ Yes ☐ No

Signature \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

### 4b. OWNER INSTALLATION Permit Holder: ☐ Yes ☐ No

Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

*This installation is being made by me on property owned by me and is exempt from licensing requirements under ORS 701.010.*

Signature \_\_\_\_\_

### 5. PERMIT HOLDER TERMS & CONDITIONS (See page 2).

### 6. PERMIT TERMS & CONDITIONS (See Page 2).

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### 5. PERMIT HOLDER TERMS AND CONDITIONS

### 7a. ANSWER THE QUESTIONS BELOW

1. ☐ Yes ☐ No

The solar panels will be mounted on the roof.

2. ☐ Yes ☐ No

Is the installation being made on an agricultural or forest exempt structure? If yes, provide exemption record #:

\_\_\_\_\_  
Contact our office with record # to verify if permit is required.

3. ☐ Yes ☐ No

I have completed the attached checklist (item 7b on page 2) to verify that the installation will meet the requirements of OSSC Section 3111.3.5.

### 4. Structure on which modules are to be installed:

Identify Risk Category: ☐ I ☐ II ☐ III ☐ IV

If Risk Category III or IV, the project may not be submitted using the prescriptive path.

### 8. VALUATION OF THE INSTALLATION: \_\_\_\_\_

### 9. PV MODULES INFORMATION

Manufacturer: \_\_\_\_\_

Model Number: \_\_\_\_\_

Listing Agency: \_\_\_\_\_

### 10. REQUIRED ITEMS TO BE SUBMITTED

- Attach a simple site plan showing the location of the PV system in relation to buildings, structures, property lines, etc.
- System must be shown in sufficient detail to assess whether the requirements of OSSC Section 3111.3.4.8 or one of the exceptions have been met.
- The site plan needs to be on 8 1/2 x 11 inch paper (include height from grade to top of panels and setbacks to property lines). No aerial photographs for site plans.

**This work is issued under OAR 918-460-0010. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.**

Note: This permit only includes one inspection. Additional inspections/re-inspections will need to be purchased separately.

### 11. PERMIT FEES

A. Permit Fee \$ 98.27

B. Add 12% State Surcharge \$ \_\_\_\_\_

C. Planning Site Review Fee \$ \_\_\_\_\_

D. Additional Inspection Fee (\$119.11 ea.) \$ \_\_\_\_\_

**TOTAL DUE:** \$ \_\_\_\_\_

The **permit holder** shall be deemed the person or firm that is authorized to make all decisions regarding the permit, including permit information, notices, cancellation, transfer, extensions or refunds.

## 6. PRESCRIPTIVE SOLAR PHOTOVOLTAIC INSTALLATION PERMIT TERMS AND CONDITIONS

**Permit Application Expiration:** I understand this permit application will expire within 180 days after being submitted if the permit is not issued. To avoid expiration of an application an extension request needs to be submitted in writing showing justifiable cause to extend the permit prior to 180 days of inactivity, otherwise the application will be expired.

**Permit Expiration:** I understand this permit expires if work is not commenced within 180 days of permit issuance or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. To avoid permit expiration, a progress report (showing progress toward the permit) needs to be submitted in writing or an extension request needs to be submitted in writing showing justifiable cause to extend the permit prior to 180 days of inactivity, otherwise the permit will be expired.

**Permit Transferability:** I understand as long as no changes have been made in the original plans, specifications and valuation of the permit, the current permit holder may request to transfer a permit to another permit holder upon submittal of the Permit Transfer Request Form and a transfer fee. If there are changes to the plans, specifications or valuation for the work being done on a permit, a new permit will need to be applied for.

**Permit Refunds:** I understand refunds may be requested upon written request of permit deposit/fees paid within 180 days of fee payment, less any plan review fees, landuse site review fees, administrative fees and state surcharge fees, for a permit under which no work has commenced. Refunds amounting to less than \$10 will not be processed.

**Permit Renewals:** I understand a prescriptive solar photovoltaic installation permit may be renewed within 2 years of expiration of the permit upon submittal of the Permit Renewal Request Form, provided no changes have been made in the original plans and specifications for the work. There will be an administrative fee to renew a structural permit along with an inspection fee for each remaining inspection or re-inspection required to final the permit. Permits that have been cancelled and/or refunded are not eligible for renewal.

## 7b. Checklist for Prescriptive Solar Photovoltaic Installations in accordance with Oregon Structural Specialty Code (OSSC) Section 3111.5.3

### All structures:

1. Is this conventional light framed wood construction? (Note: Pole buildings and manufactured dwellings are not a conventional light framed construction) ☐ YES ☐ NO (check one)
2. Does the structure have pre-engineered trusses? ☐ YES ☐ NO (check one)  
**OR**  
Does structure have roof framing members spaced at 24 inches on center maximum? ☐ YES ☐ NO (check one)
3. Is the weight of the PV modules and racking less than 4.5 pounds per square foot? ☐ YES ☐ NO (check one)
4. Is the roofing material metal, single layer wood shingle, or not more than two layers of composition shingle?  
☐ YES ☐ NO (check one)

### Standing seam metal roofs:

1. Is the metal gauge 26 or heavier? ☐ YES ☐ NO (check one)
2. Clamp design: Are clamps designed to withstand uplift of at least 115 pounds for clamps spaced at 60 inches on center or less or at least 75 pounds for clamps spaced at 48 inches on center or less? ☐ YES ☐ NO (check one)
3. Is the spacing of the clamps as measured along the seam less than or equal to 24 inches on center?  
☐ YES ☐ NO (check one)
4. Is the roofing panel width 18 inches or less? ☐ YES ☐ NO (check one)
5. Will the roofing panel attachments be at least #10 screws at 24 inches on the center? ☐ YES ☐ NO (check one)
6. Will the roofing panels be installed over minimum 1/2-inch nominal wood structural panels attached to framing with 8d nails at six inches on center at panel edges and 12 inches on center field nailing? ☐ YES ☐ NO (check one)

***If no, on any of these requirements, the project may not be submitted using the prescriptive path.***

### Wind/Snow Design:

1. Does the project site exceed 120 mph in exposure C or 135 mph in exposures A or B? ☐ YES ☐ NO (check one)
2. Does the module height exceed 18 inches above the roof? ☐ YES ☐ NO (check one)
3. Does the snow load exceed 50lbs? ☐ YES ☐ NO (check one)

***If yes, on any of these requirement, the project may not be submitted using the prescriptive path.***