



City of Anacortes Photovoltaic System Permit

Submittal Requirements

Permit Required: A building permit is required for the installation or replacement of solar/photovoltaic (PV) systems, including roof top arrays, ground-mounted arrays and PV water heaters. An electrical permit is required from the State Department of Labor & Industries.

Single family residence rooftop installations meeting the criteria in the attached checklist are eligible to obtain a building permit over-the-counter at the permit center in City Hall.

CODES: International Residential Code (Current Edition)
International Building Code (Current Edition)
International Fire Code (Current Edition)
National Electrical Code (Current Edition)

FEES: Building Permits for installations are based on the material cost of the support system and labor for the installation.

SUBMITTAL REQUIREMENTS FOR PV (**OTHER THAN ONLINE OR OVER-THE-COUNTER PERMITS**):

- 1) Permit Application Form A.
- 2) Site plan showing location of house and array/equipment on lot, with setback dimensions to property lines.
- 3) Roof plan showing the array.
- 4) Manufacturer specifications or the PV panels and mounting hardware. Include the weight of the equipment.
- 5) For rooftop systems not conforming to all of the criteria in the attached checklist, provide a roof framing plan and either:
 - a) Structural calculations by a WA State Licensed Engineer or other competent person showing the adequacy of the existing roof structure to support the additional load, or
 - b) Documentation showing that the roof structure was substantially overbuilt compared to prescriptive code requirements.
- 6) For ground mounted systems provide structural calculations by a WA state licensed engineer or other competent person showing how the structure meets wind design requirements for the structure and footings. Note that ground mounted equipment greater than 36 inches in height must adhere to minimum required property line setbacks of the applicable zoning district.

NOTE: The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications will be accepted by the City for review.

To Be Completed By the Applicant

Project Address: _____

Project Applicant: _____

Applicant Email: _____ Phone No.: _____

Site Owner Name: _____

PV System Description: _____

Determine if your project is eligible for an over-the-counter Permit (Check Yes or No)	Yes	No
1. PV System is designed and proposed for a detached single-family house, duplex or townhome.	<input type="checkbox"/>	<input type="checkbox"/>
2. PV System is designed for rooftop of house 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 light weight material such as shingles.	<input type="checkbox"/>	<input type="checkbox"/>
5. PV system will be permitted and pre-approved by Labor & Industries Electrical division.	<input type="checkbox"/>	<input type="checkbox"/>
6. To address uplift, panel 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, race ways, and all other appurtenances weight 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 no point 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. Panels are mounted no higher than the roof ridge or apex of roof (applies only to pitched roofs).	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

By Checking this box, I certify that all of the information provided on this form is correct.

If you answered yes to all of the above questions, your PV installation is eligible for an over-the-counter building permit. To apply please bring in this completed form to our permit center at City Hall for an over-the-counter permit.

To be Completed By Staff
Project is eligible for over-the-counter permit? <input type="checkbox"/> Yes <input type="checkbox"/> No