



# PERMIT SUBMITTAL REQUIREMENTS FOR Solar

PERMITTING & DEVELOPMENT  
BUILDING  
DIVISION  
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The purpose of this handout is to assist the public in complying with the 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. Only complete applications will be accepted by the city for review.

## PERMIT REQUIRED:

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

Single family residence rooftop installations may be eligible to obtain a building permit WITHOUT submitting plans as listed below. See page 2 questionnaire to see if your project qualifies.

## CODES:

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

## **PLAN SUBMITTAL REQUIREMENTS FOR PV: (FOR COMMERCIAL APPLICATIONS AND THOSE NOT MEETING ALL OF THE EXEMPTION REQUIREMENTS)**

- 1) Site Plan showing location of house and array/equipment on lot, with setback dimensions to property lines.
- 2) Roof plan showing the array.

- 3) Manufacturer specifications for the PV panels and mounting hardware. Include the weight of the equipment.
- 4) 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.
- 5) 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" in height must adhere to minimum required property line setbacks of the applicable zoning district.

**APPLY ONLINE:** [mybuildingpermit.com](http://mybuildingpermit.com)

## RESIDENTIAL ONLY - PV System Questionnaire

- 1) Is the PV System designed and proposed for a detached single-family house?
- Yes  
 No
- 2) Is the PV System designed for rooftop of a house in general compliance with applicable codes?
- Yes  
 No
- 3) Is the mounting system engineered and designed for PV?
- Yes  
 No
- 4) Is the rooftop made from lightweight material such as shingles?
- Yes  
 No
- 5) Has the PV system been permitted and pre-approved by the Labor and Industries Electrical Division?
- Yes  
 No
- 6) To address uplift, are the panels 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.
- Yes  
 No
- 7) Do the total dead load of panels, supports, mountings, raceways and all other appurtenances weigh no more than one of the following?
- If YES; indicate which.  
 If NO; select "Does not meet total dead load requirements".
- The total is no more than 3.5 pounds per square foot.
- Frameless panels are on at least 3/12 pitch roof weighing no more than 4.5 pounds per square foot.
- Frameless panels are on at least 5/12 pitch roof weighing no more than 5 pounds per square foot.
- Does not meet total dead load requirements.
- 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.
- Yes  
 No
- 9) Attachment to the roof is specified by the mounting system manufacturer.
- Yes  
 No
- 10) One of the following fire safety features will be implemented.  
If YES, indicate which:
- Dwelling fire sprinkler system installed in accordance with IFC 903.3.1.3.  
 At least one 3' path is provided from roof gutter to ridge for firefighter access.
- 11) Home is code compliant to setbacks and height, or code allows expansion of nonconformity for solar panels.
- Yes  
 No
- 12) Panels are mounted no higher than the roof ridge or apex of roof (applies only to pitched roofs).
- Yes  
 No

If you are able to answer YES to all questions then you are eligible for an expedited permit that does not require plan review.