

# Solar Equipment Permit Application

(See Page Two for Submittal Checklist)

<b>Project Address:</b>  <b>Parcel #</b>	<b>Legal Description (or Tax #):</b> Addition: _____ Block: _____ Lot(s): _____	<b>Office Use Only</b> Permit# _____ Associated Permits: _____
<b>SF Residential</b> <input type="checkbox"/> <b>Commercial</b> <input type="checkbox"/> <b>MF Residential</b> <input type="checkbox"/> <b>CUP/Bed &amp; Breakfast</b> <input type="checkbox"/> <b>MIXED USE</b> <input type="checkbox"/>		

**Property Owner:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Contact / Representative:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Contractor:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

State License #: \_\_\_\_\_ Exp: \_\_\_\_\_

City Business License #: \_\_\_\_\_

**Lender Information:**

Lender information must be provided for projects over \$5,000 in valuation per RCW 19.27.095.

Name: \_\_\_\_\_

Project Valuation: \_\_\_\_\_

If you are located within the Historic District a Historic Design Review Application may be required.

Is the structure Historic? Y\_\_\_\_ N\_\_\_\_

Is the project site located within the Historic District? Y\_\_\_\_ N\_\_\_\_

If the structure you are proposing to place rooftop equipment is commercial, Commercial Design Review may be required.

Is the structure commercial? Y\_\_\_\_ N\_\_\_\_

Is the structure located within 200 feet of a fresh or saltwater shoreline? Y\_\_\_\_ N\_\_\_\_

Will work take place on or near the public right-of-way? Y\_\_\_\_ N\_\_\_\_

If yes, provide a site plan and pedestrian protection plan along with a minor improvement permit application.

Submit spec sheets for all solar equipment

I hereby certify that the information provided is correct, that I am either the owner or authorized to act on behalf of the owner and that all activities associated with this permit will be in accordance with State Laws and the Port Townsend Municipal Code.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Solar Equipment Permit Application Submittal Requirements Checklist

- Completed Solar Equipment Permit application form (Page 1)
- Application fee: \$220.50
- One copy of Spec sheets for all solar equipment to be installed
- One set of a roof plan showing the proposed solar equipment, or
- Two sets of a site plan if the solar equipment will be ground mounted
- One set of structural calculations if applicable \*
- Historic Design Review / or Shoreline / or Critical Areas Permitting May Apply
- For work in a street right of way a public works permit may apply
- Per 2021 IRC R324.6.1 Not fewer than two pathways, on separate roof planes from lowest roof edge to ridge and not less than 36 inches (914 mm) wide, shall be provided on all buildings. Not fewer than one pathway shall be provided on the street or driveway side of the roof. For each roof plane with a photovoltaic array, a pathway not less than 36 inches wide (914 mm) shall be provided from the lowest roof edge to ridge on the same roof plane as the photovoltaic array, on an adjacent roof plane, or straddling the same and adjacent roof planes. Pathways shall be over areas capable of supporting fire fighters accessing the roof. Pathways shall be located in areas with minimal obstructions such as vent pipes, conduit, or mechanical equipment.
- Per 2021 IRC R324.3 Installation, modification, or alteration of solar photovoltaic power systems shall comply with this section and the International Fire Code. Section R104.11 alternate materials and methods of this code shall be considered when approving the installation of solar photovoltaic power systems. Photovoltaic systems shall be designed and installed in accordance with Sections R324.3.1 through R324.6 and chapter 19.28 RCW. Inverters shall be listed and labeled in accordance with UL 1741. Systems connected to the utility grid shall use inverters listed for utility interaction.

Residential applications that do not require historic, critical area or shoreline permits will be processed in approximately 3-5 business days.

Commercial, shoreline, critical area or historic permits will be processed in approximately 3 to 4 weeks.

\* If structural calculations are engineered, one set must have the original seal

