EXPEDITED PERMITTING CHECKLIST FOR RESIDENTIAL PHOTOVOLTAIC SYSTEMS: ROOFTOP-MOUNTED

--------TO BE COMPLETED BY CITY STAFF------

Building Permit Required? ☐Yes ☐No Staff Initials _____ Date:Click here to enter text.	Qualifies for Electrical OTC? ☐Yes ☐No Staff Initials _____ Date:Click here to enter text.

--------TO BE COMPLETED BY APPLICANT-------

❶ Project Information

Project Applicant:	Click here to enter text.
Site Owner Name:	Click here to enter text.
Project Address:	Click here to enter text.
PV system description:	Click here to enter text.

❷Determine if your project needs a building permit (check all that apply):

	Yes	No
1. PV system is designed and proposed for a detached single-family house.	☐	☐
2. PV system is designed for rooftop of a house in general compliance with applicable codes.	☐	☐
3. Mounting system is engineered and designed for PV.	☐	☐
4. Rooftop is made from lightweight material such as shingles.	☐	☐
5. PV system has been pre-approved by electrical permitting agency.	☐	☐
6. To address uplift, panels 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.	☐	☐
7. Total dead load of panels, supports, mountings, raceways, and all other appurtenances weigh no more than one of the following. If **YES**, indicate which: ☐ No more than three and one-half (3.5) pounds per square foot (PSF) ☐ Frameless panels on at least 3/12 pitch roof weighing no more than four and one-half (4.5) PSF ☐ Frameless panels on at least 5/12 pitch roof weighing no more than five (5.0) PSF	☐	☐
8. Supports for solar panels are installed to spread the dead load across as many roof-framing members as needed to ensure that at no point loads in excess of fifty (50) pounds are created.	☐	☐
9. Attachment to the roof is specified by the mounting system manufacturer.	☐	☐
10. Method and type of weatherproofing roof penetrations are provided.	☐	☐
11. Home is code compliant to setbacks and height, or code allows expansion of nonconformity for solar panels.	☐	☐
12. Panels are mounted no higher than the roof ridge or apex of roof (applies only to pitched roofs).	☐	☐
Comments: Click here to enter text.		

If you answered yes to all of the above questions, no separate building permit is required.

❸Determine if your project qualifies for an Over-the-Counter electrical permit

(check all that apply):

Electrical contractors can apply for an Over-The-Counter (OTC) permit where the PV system meets the requirements listed in this Checklist and use a template electrical diagram provided by the City. All projects plans and supporting documentation must be provided on- site for the inspector. Project will be subject to a field inspection.

	Yes	No	N/A
1. PV modules, utility-interactive inverters, and combiner boxes are identified for use in PV systems.	☐	☐	
2. The AC interconnection point is on the load side of service disconnect. See NEC 690.64(B).	☐	☐	
3. The system meets all current NEC, City, and Washington Cities Electrical Code requirements.	☐	☐	
4. For Split-Buss panels the AC interconnection must be one of the six service disconnects.	☐	☐	☐

5. Maximum load added to the panelboard is based on the rating of the panelboards bus/main OCPD combination and is limited to (check combination that applies):

☐225 amp bus/200 amp main OCPD - 13,440 watts, maximum 70 amp inverter OCPD. (optional)

☐225 amp bus/225 amp main OCPD - 8,640 watts, maximum 45 amp inverter OCPD. (optional)

☐200 amp bus/200 amp main OCPD - 7,860 watts, maximum 40 amp inverter OCPD.

☐150 amp bus/150 amp main OCPD - 5,760 watts, maximum 30 amp inverter OCPD.

☐125 amp bus/125 amp main OCPD - 4,800 watts, maximum 25 amp inverter OCPD.

☐100 amp bus/100 amp main OCPD - 3,840 watts, maximum 20 amp inverter OCPD.

☐**Other- Electrical Permit with Plan Review Required**

Note 1: *Listed un-altered factory main/bus combination. Alteration of the panelboard main OCPD will require plan review.*

Note 2: *The circuit conductors and overcurrent devices shall be sized to carry not less than 125 percent of the maximum currents as calculated in 690.8(A). The rating or setting of overcurrent devices shall be permitted in accordance with 240.4(B) and (C).NEC 690.8(B)(1)*

Note 3: *If a panelboard employs a snap switch rated 30 amperes or less in any branch circuit, it cannot be rated more than 200 amperes unless there is a supply side overcurrent protection at 200 amperes or less within the panelboard. This requirement does not apply to panelboards equipped with circuit breakers. Section 408.36(A) of the NEC.*

6. I have attached the following Electrical Template and Site Plan:

☐Standard Electrical Diagram- 6 Strings or Less

☐Standard Electrical Diagram- 4 Strings or Less

☐Standard Electrical Diagram- Micro Inverter

☐**None of the above- Electrical Permit with Plan Review Required**

Comments:	Click here to enter text.

If you answered yes to all of the above questions and are using a template diagram provided by the City, your project qualifies for over the Over-the-Counter electrical permit.

❹ Submit this Checklist, the Electrical OTC Application Form, and Template Electrical Drawing and Site Plan to: Permit Processing, Bellevue Development Services Center

I attest that all information in this checklist is accurate to the best of my knowledge.

Applicant Signature: Click here to enter text.	Date:Click here to enter text.
Applicant Name (Please Print):Click here to enter text.	