



CITY OF PULLMAN WASHINGTON

COMMUNITY DEVELOPMENT DEPARTMENT

190 SE Crestview Street, Bldg. A, Pullman, WA 99163 · (509)338-3220 · www.pullman-wa.gov

BUILDING PERMIT CHECKLIST

FOR RESIDENTIAL SOLAR PHOTOVOLTAIC SYSTEMS: ROOFTOP MOUNTED

If all of the following requirements are met, the building permit approval process may be expedited. All project plans and supporting documentation must be provided with permit submittal.

1 Project Information

Project Address:	
PV system description (include manufacturer and model # of PV modules and inverters):	

2 Checklist of permitting requirements:

Mark 'Yes' or 'No' to indicate whether you attest that the project meets the specified code requirement.

	Yes	No
1. PV system is designed and proposed for a detached one- or two-family dwelling or townhouse not more than three stories above grade or detached accessory structure that is code compliant to setbacks and height, or code allows expansion of nonconformity for solar modules. [IRC 101.2]	<input type="checkbox"/>	<input type="checkbox"/>
2. Modules on pitched roofs do not exceed the highest point of the roof unless approved by the local jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>
3. Rooftop is made from lightweight material such as a single layer of composition shingles, metal roofing, lightweight masonry, or cedar shingles.	<input type="checkbox"/>	<input type="checkbox"/>
4. The installation shall comply with the manufacturer's instructions. [IRC 324.3]	<input type="checkbox"/>	<input type="checkbox"/>
5. The installation shall meet the requirements of NFPA 70 National Electric Code, and all required electrical permit(s) must be obtained from the Authority Having Jurisdiction to administer the electrical code. [RCW 19.28]	<input type="checkbox"/>	<input type="checkbox"/>
6. The installation shall meet the requirements of the International Fire Code as amended by WA State. [IRC 324.3]	<input type="checkbox"/>	<input type="checkbox"/>
7. The PV system is designed for the wind speed of the local area, and will be installed per the manufacturer's specifications. [IRC WSA 324.4 #1]	<input type="checkbox"/>	<input type="checkbox"/>
8. The ground snow load does not exceed 70 pounds per square foot. [IRC WSA 324.4 #2]	<input type="checkbox"/>	<input type="checkbox"/>
9. Total dead load of modules, supports, mountings, raceways and all other appurtenances weigh no more than four pounds per square foot. [IRC WSA 324.4 #3] Enter total dead load of system (lbs./ft²): _____	<input type="checkbox"/>	<input type="checkbox"/>

10. To address uplift, modules are mounted no higher than 18" above the surface of the roofing to which they are affixed. [IRC 902]	<input type="checkbox"/>	<input type="checkbox"/>
11. Supports for solar modules are installed to spread the dead load across as many roof-framing members as needed to ensure that no point load exceeds fifty (50) pounds. [IRC WSA 324.4 #5]	<input type="checkbox"/>	<input type="checkbox"/>
12. The photovoltaic modules and supporting structure shall be constructed of noncombustible materials or fire-retardant treated wood equivalent to that required for the roof construction. [IRC 902.1]	<input type="checkbox"/>	<input type="checkbox"/>
13. Roof and wall penetrations shall be flashed and sealed to prevent entry of water, rodents, and insects. [IRC 903.2]	<input type="checkbox"/>	<input type="checkbox"/>
14. PV modules are listed and labeled with a fire classification in accordance with UL 1703. [IRC 902]	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

If you answered 'Yes' to all of the above questions, the project should meet all requirements for expedited permit issuance. If there are 'No' answers, further plan review may be required by city staff.

3 List of required submittal documents:

- this completed checklist
- complete building permit application (including valuation of project)
- product specifications & installation instructions
- PVWATTS or approved alternate energy calculator sheet (only applies when installing for energy credit compliance)
- two (2) copies of building plans:
 - illustrate the location of the array on the roof, all access paths, and required setback from ridges and valleys.
 - identify the location of the existing electrical meter
 - identify the location of the required disconnect for the array (which shall be readily accessible from ground level)

Send or bring your submittal to:

***City of Pullman
Attn: Permitting
190 SE Crestview Street, Bldg. A
Pullman, WA 99163***

As the property owner or authorized representative for the above listed property, I attest that all information in this checklist is accurate to the best of my knowledge.

Applicant Signature:	Date:
Applicant Name (Please Print):	