



Residential Solar PV Building Permit Exemption

BF-02 FORM

Community Development Department
501 N. Anderson, Ellensburg, WA 98926*(509) 962-7239 (Building)*(509) 962-7231 (Planning)*permits@ci.ellensburg.wa.us

BUILDING PERMIT EXEMPTION CHECKLIST FOR RESIDENTIAL SOLAR PHOTOVOLTAIC SYSTEMS (PV): ROOFTOP MOUNTED

Contractors can apply to be EXEMPT from a building permit where the PV system meets the requirements listed in this Checklist. However, application to, and approval from, the City of Ellensburg Energy Services Department is still required prior to PV system installation (See item #4 below).

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


1 Project Information

Property Owner Name:			
Project Address:		Parcel #	
Day Phone:			
Contractor Name:			
Contractor Day Phone:			
PV system description (include manuf. and model # of PV modules and inverters):			

2 Determine if your project qualifies for Building Permit exemption:

	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 City of Ellensburg.	<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 M2302.2]	<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. [IRC M2302.2]	<input type="checkbox"/>	<input type="checkbox"/>
6. The installation shall meet the requirements of the International Fire Code as amended by WA State. [IRC M2302.2]	<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 M2302.2.1(1)]	<input type="checkbox"/>	<input type="checkbox"/>

8. The ground snow load does not exceed 70 pounds per square foot. [IRC M2302.2.1(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 M2302.2.1(3)] Enter total dead load of system (lbs/ft ²).	<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 M2302.2.1(4)]	<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 M2302.2.1(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 M2302.2.1]	<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 M2302.2.2]	<input type="checkbox"/>	<input type="checkbox"/>
14. PV modules are listed and labeled with a fire classification in accordance with UL 1703. [IRC M2302.2.3]	<input type="checkbox"/>	<input type="checkbox"/>

 **If you answered YES to all of the above questions, the project qualifies to be EXEMPT from a Building Permit. However, you still need to apply to the City of Ellensburg Energy Services Department prior to installation (See #4 below).**

3 Submit this Checklist to:

*City of Ellensburg, Department of Community Development
501 N Anderson St, Ellensburg, WA 98926
(509) 962-7239 / permits@ci.ellensburg.wa.us*

 **As the property owner (or) authorized representative of 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):	

4 Prior to PV system installation and connection to the electrical distribution system, submit the required Application for Interconnection Standards & Agreement to:

*City of Ellensburg, Energy Services Department
501 N Anderson St, Ellensburg, WA 98926
(509) 962-7201 / energyservices@ci.ellensburg.wa.us*

TO BE COMPLETED BY CITY STAFF

Qualifies for Building Permit Exemption? <input type="checkbox"/> Yes <input type="checkbox"/> No	Notes:
Staff Initials _____	Date: