



EXPEDITED PERMITTING CHECKLIST FOR RESIDENTIAL SOLAR PHOTOVOLTAIC SYSTEMS: ROOFTOP MOUNTED

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

1 Project Information

Property Owner Name:	Click here to enter text.		
Project Address:	Click here to enter text.	Parcel #	
	City: Click here to enter text.	State: Click here to enter text.	ZIP: Click here to enter text.
Day Phone:	Click here to enter text.		
Contractor Name & Registration #:	Click here to enter text.		
Contractor Day Phone:	Click here to enter text.		
PV system description (include manufacturer and model # of major equipment):	Click here to enter text.		

2 Determine if your project qualifies for expedited permitting:

	Yes	No
1. PV system is designed and proposed for a detached single family house or detached accessory structure that is in compliance with applicable codes.	<input type="checkbox"/>	<input type="checkbox"/>
2. The installation shall meet the requirements of the International Fire Code as amended by WA State.	<input type="checkbox"/>	<input type="checkbox"/>
3. The photovoltaic panels and modules and supporting structure shall be constructed of noncombustible materials or fire-retardant treated wood equivalent to that required for the roof construction.	<input type="checkbox"/>	<input type="checkbox"/>
4. The installation shall comply with the manufacturer's instructions.	<input type="checkbox"/>	<input type="checkbox"/>
5. Rooftop is made from lightweight material such as a single layer of composition shingles, metal roofing, or cedar shingles.	<input type="checkbox"/>	<input type="checkbox"/>
6. Roof and wall penetrations shall be flashed and sealed to prevent entry of water, rodents, and insects.	<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.	<input type="checkbox"/>	<input type="checkbox"/>
8. The ground snow load does not exceed 70 pounds per square foot.	<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. Enter total dead load of system (lbs/ft ²): Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
10. Modules are mounted no higher than 18" above the surface of the roofing to which they are affixed.	<input type="checkbox"/>	<input type="checkbox"/>
11. 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"/>

12. 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.	<input type="checkbox"/>	<input type="checkbox"/>
13. All required electrical permit(s), review and inspection(s) must be obtained from the Authority Having Jurisdiction to administer the electrical code.	<input type="checkbox"/>	<input type="checkbox"/>
14. PV modules are listed and labeled with a fire classification in accordance with UL 1703	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	Click here to enter text.	

If you answered yes to all of the above questions, the project qualifies for the expedited permitting process.

3 Submit this Checklist, Site Plan with the plans and building permit application to:

**City of Snoqualmie Community & Economic Development
38624 SE River St., PO Box 987, Snoqualmie, WA 98065
Phone 425.888.5435 • Fax 425.831-6041**

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

Example Building Permit Cost for Solar PV		Average Cost*
Permit Fee (assessed on the cost of rooftop attachments & labor)		\$90.00 – \$280.00
Plan Review	Permit Fee*1.62	\$1.62 – \$175.00
Technology Fee (assessed on Permit Fee + Plan Review)	5%	\$6.00 – \$20.00
Washington State Building Permit surcharge, Flat fee	\$4.50 Flat	\$4.50
<i>Typical Permit Total</i>		\$150 – \$500*

**This is an example building permit cost only. Your permit may cost more or less depending on your project.*

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

Building Permit Required? <input type="checkbox"/> Yes <input type="checkbox"/> No Staff Initials _____	Date:Click here to enter text.	Permit Application #:
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