



KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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"Building Partnerships – Building Communities"

ROOF MOUNTED PV SOLAR SYSTEM CHECKLIST

Building & Zoning Review Checklist

PV system size/description:

Type Structure: ☐ Residential ☐ Commercial ☐ Multi-Family ☐ Other
 Type of Work: ☐ New ☐ Repair, Replacement or Alteration

General Criteria

| | Yes | No | Comments |
|--|--------------------------|--------------------------|----------|
| 1. PV system is designed and proposed; • for a building or structure. • for Rooftop. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. The building is in general compliance with building, land use and zoning codes. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Mounting system is engineered and designed for PV. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Work to be done with approved electrical permit. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. How many kWh will the system produce annually? | | | |

Structural Criteria

| | Yes | No | Comments |
|---|--------------------------|--------------------------|----------|
| 5. Roof covering is one layer of lightweight material such as shingles. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. Total dead load of panels, supports, mountings, raceways and all other appurtenances; a. Weigh no more than four (4) pounds per square foot (PSF) | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8. Solar panel supports are installed to spread the dead load across as many roof-framing members as needed to ensure that no point loads in excess of fifty (50) pounds are created. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9. Attachment to the roof is specified by the mounting system manufacturer. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10. Method and type of weatherproofing for roof penetrations is provided | <input type="checkbox"/> | <input type="checkbox"/> | |

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|---|--------------------------|--------------------------|-----------------|--|
| | | | | |
| Land Use and Zoning Criteria | | | | |
| | Yes | No | Comments | |
| 11. Building or Structure is code compliant to setbacks and height, or code allows expansion of nonconformity for solar panels. | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 12. Panels are mounted on pitched roof no higher than the roof ridge or apex of roof. | <input type="checkbox"/> | <input type="checkbox"/> | | |
| I certify that to the best of my knowledge, the information submitted in support of this permit checklist is true and correct. | | | | |
| Signature of Applicant: Owner (or) Authorized Agent | | | Date: | |
| Print Name: | | | | |
| FINAL ELECTRICAL INSPECTION *Needed to final permit | | | | |
| Receipt of final electrical inspection | | Date Received: | | |
| Signature: | | | | |