



## BUILDING PERMIT CHECKLIST FOR SMALL ROOF MOUNTED SOLAR PHOTOVOLTAIC SYSTEMS

PV system meeting the requirements listed in this checklist are **exempt** from requiring a building permit. All project plans and supporting documentation must be provided on site for the inspector.

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

#### 1 Project Information

Property Owner Name:			
Project Address:		Parcel #	
	City:	State:	ZIP:
Day Phone:			
Contractor Name			
Contractor License #:			
Contractor Day Phone:			
PV system description (include manufacturer and model # of PV modules and inverters):			

#### 2 Determine if your project qualifies for a permit exemption

	Yes	No
1. PV system is small scale (less than 15 kW) and is proposed to be located on a building 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.	<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 R324.3]	<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 WA State Department of Labor and Industries. [IRC R324.3]	<input type="checkbox"/>	<input type="checkbox"/>
6. The installation shall meet the requirements of the International Fire Code as amended by WA State. [IRC R324.3]	<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 R324.4(1)]	<input type="checkbox"/>	<input type="checkbox"/>
8. The ground snow load does not exceed 70 pounds per square foot. [IRC R324.4(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 R324.4(3)] Enter total dead load of system (lbs/ft <sup>2</sup> ): <a href="#">Click here to enter text.</a>	<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 R324.4(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 R324.4(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 R907.3]	<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 R909.3]	<input type="checkbox"/>	<input type="checkbox"/>
14. PV modules are listed and labeled with a fire classification in accordance with UL 1703. [IRC R324.3.1]	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		



**If you answered yes to all of the above questions, the project qualifies for a building permit exemption.**

**3 Submit this Checklist, Site Plan and other required permit application forms to**

City of Langley building official  
 Email - [building@langleywa.org](mailto:building@langleywa.org)  
 Phone – 360.221.4246



**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):	

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

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