



# SOLAR SYSTEM PERMIT APPLICATION

Community Development – Building Division  
333 Broadalbin Street SW • Albany, OR 97321  
(541) 917-7553

[cd.customerservice@cityofalbany.net](mailto:cd.customerservice@cityofalbany.net)

Permits may be obtained online at:  
[www.cityofalbany.net/cd/forms](http://www.cityofalbany.net/cd/forms)

**Job Site Information & Location** (where the work is taking place):

Job Site Address: \_\_\_\_\_

Business Name: (If applicable) \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Owner Installation:**  Yes  No

This installation is being made on property I own which is not intended for sale, lease, rent, or exchange according to ORS 447, 449, 670, and 701. I own, reside in, or will reside in the completed structure.

Owner Signature: \_\_\_\_\_

**Applicant/Contact Information (permit owner):**

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**General Contractor Information (if different from applicant):**

Name of Contractor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Oregon CCB #: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Plumbing Contractor Information:**

Contractor: \_\_\_\_\_

Oregon CCB #: \_\_\_\_\_ Phone: \_\_\_\_\_

PB #: \_\_\_\_\_

**NOTICE:** Permits become void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. Electrical permits are non-transferable and non-refundable.

**LICENSING:** All contractors and subcontractors are required to be licensed with the Oregon Construction Contractors Board under ORS 701.

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**ONE** set of plans must be made available electronically **or THREE** sets of paper plans must be submitted for review.

Permit #:
Electrical Permit #:

<b>PRESCRIPTIVE PATH SYSTEMS:</b> Qualifying roof installations on conventional light-frame construction. See checklist on back of this form. Includes plan review and one inspection. Additional inspections \$70.00/hour (one hour minimum)				\$230.00
<b>ENGINEERED SYSTEMS:</b> Permit fees are based on the fair market value of the work performed. Indicate the value (rounded to the nearest dollar) of the structural elements for the solar panels, including racking, mounting elements, rails, and the cost of labor to install. The cost of the solar electrical equipment, including collector panels and inverters, shall be excluded from the permit valuation. Valuation: _____				
Building Permit Fee Subtotal (See Fee Schedule table.)				
Plan Review: 65% of Permit subtotal, when required or requested.				
<input type="checkbox"/> Electrical (Separate Electrical application required.)		<input type="checkbox"/> Water Heater		
<b>PLUMBING FEES: (Water Heater Installations)</b>				
Plumbing Fee (Minimum)	1	x	\$ 72.00	\$72.00
Additional Plumbing Fees		x		
<b>Plumbing Subtotal</b>				
State Surcharge, 12% of subtotal	Subtotals		x \$ .12	
Document Imaging Fee, \$1.00 per page (Required)	# of pages		x \$1.00	
<b>TOTAL PERMIT FEE</b>				
<b>Project Description:</b> _____ _____				
<b>THE FOLLOWING ITEMS ARE REQUIRED FOR PLAN REVIEW TO BE FILLED OUT BY THE APPLICANT</b>				
	YES	NO	N/A	
<b>Roof framing plan:</b> Identify whether the roof is a truss system or rafter framing. If the roof is of <u>rafter framing</u> , we will need to know the size, spacing, and span of the rafters.				
<b>Product information for solar panels:</b> Stand or channels that will be attached to the roof to support the panels.				
<b>Electrical:</b> Manufacturer data for solar panels, transfer switch, convertor or inverter, and service or feeder disconnect.				
<b>Line wiring diagram:</b>				
<b>Electrical application:</b> For a renewable energy system.				

### Site Plan

- Attach a simple site plan showing the location of the PV system in relation to buildings, structures, property lines, and, as applicable, flood hazard areas.
- System must be shown in sufficient detail to assess whether the requirements of OSISC section 304.9 or one of the exceptions have been met.

### Structural Information

**For all Structures:** please answer the following questions:

- Is this conventional light framed wood construction?  
 Yes  No
- Does the structure have pre-engineered trusses?  
 Yes  No

**OR**

- Does structure have roof framing members spaced at 24 inches on center maximum and does it comply with OSISC section 305.4?  
 Yes  No
- Is the weight of the PV modules and racking less than 4.5 pounds per square foot?  
 Yes  No
- Is the roofing material metal, single layer wood shingle, or not more than two layers of composition shingle?  
 Yes  No

**For Standing Seam Metal Roofs:** please answer the following questions:

- Is the metal gauge 26 or heavier?  
 Yes  No
- Clamp design: Are clamps designed to withstand uplift of at least 115 pounds for clamps spaced at 60 inches on center or less or at least 75 pounds for clamps spaced at 48 inches on center or less?  
 Yes  No
- Is the spacing of the clamps as measured along the seam less than or equal to 24" o.c.?  
 Yes  No
- Is the roofing panel width 18-inches or less?  
 Yes  No
- Will the roofing panel attachments be at least #10 screws at 24-inches on center?  
 Yes  No
- Will the roofing panels be installed over minimum ½-inch nominal wood structural panels attached to framing with 8d nails at 6-inches on center at panel edges and 12-inches on center field nailing?  
 Yes  No

*If you answered "no" on any of these questions, the project may not be submitted using the prescriptive path and you must submit an engineered design.*

### Roof Design and Attachment

- Attach a simple structural plan showing the roof framing (rafter size, type, and spacing) and PV system racking attachment.
- System must be shown in sufficient detail to assess whether the requirements of OSISC section 305.4 have been met.

### Wind Design

- Does the project site exceed 95 MPH in exposure C or 105 MPH in exposures A or B.  
 Yes  No *If yes, the project may not be submitted using the prescriptive path.*
- Is the module height less than 18 inches above the roof in accordance with OSISC section 305.4?  
 Yes  No

### PV Modules

- Manufacturer: \_\_\_\_\_
- Model Number: \_\_\_\_\_
- Listing Agency: \_\_\_\_\_