



EXEMPT PERMIT CHECKLIST FOR SINGLE FAMILY RESIDENTIAL SOLAR PHOTOVOLTAIC SYSTEMS: ROOFTOP MOUNTED

If your residential solar project is exempt from needing a building permit

----- COMPLETE ITEMS 1 THROUGH 3 AND RETAIN FOR YOUR RECORDS -----

1 Project location and system description:

Project Address:			
Contractor Name:		Contractor License #:	
PV system description: (include model and # of PV modules and inverters)			

2 Your residential project is exempt from a building permit if it meets the following:

Yes

The total dead load of modules, supports, mountings, raceways and all other appurtenances weigh no more than 3 pounds per square foot. [IRC R324.4(3)]	
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3 Solar installations exempt from a building permit must still meet local requirements.

This project complies

Here is a list of some key things to keep in mind:

1. Modules must be installed on roofs and not exceed the height limit of the zone. [KCC 21A.12]	
2. The installation meets the requirements of Section R324 of the International Residential Code (IRC) and the International Fire (IFC) Code; both as amended by WA State.	
3. 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)]	
4. The ground snow load does not exceed 70 pounds per square foot. [IRC R324.4(2)]	
5. 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)]	
6. 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 50 pounds. [IRC R324.4(5)]	
7. Roof and wall penetrations are flashed and sealed to prevent entry of water, rodents, and insects. [IRC R909.3]	
8. PV panels and modules are listed and labeled with a fire classification in accordance with UL 1703. [IRC R324.3.1]	
9. Inverters are listed and labeled in accordance with UL 1741. Systems connected to the utility grid shall use inverters listed for utility interaction. [IRC R324.3]	
10. The installation meets the requirements of NFPA 70 National Electric Code, and all required electrical permit(s) are obtained from Washington State Department of Labor & Industries	

If your solar installation is not exempt, a building permit is required. Learn more about the permit process and financial incentives on the [Green Building](#) web page.