



SOLAR (PHOTOVOLTAIC) SYSTEM PERMITS

GENERAL INFORMATION

A building permit is required for the installation or replacement of solar/photovoltaic (PV) Systems, including roof top arrays, ground-mounted arrays and PV water heaters. An electrical permit is also required from the State Department of Labor & Industries. Solar/Photovoltaic Systems are subject to the following codes: the International Residential Code (Current Edition), the International Building Code (Current Edition), the International Fire Code (Current Edition), and the National Electrical Code (Current Edition)

SUBMITTAL REQUIREMENTS

SOLAR SYSTEM PERMITS	
ITEMS REQUIRED TO BE SUBMITTED	# OF COPIES
Permit Application	1
Site Plan	3
Elevations to show roof pitch, all ridges and valleys with dimensions and solar panel layout	3
Show electrical runs. Label all electrical conduit for the system. Labels shall be every 10 feet or within 12 inches of a directional change	3
Show location, access and labeling of the control panel for the system.	3
Manufacturer specifications or the PV panels and mounting hardware flashing to the roof. Include weight of the equipment.	3
Electronic Copy (in PDF Format) of Site Plan(s) and Other Materials Submitted	1
For ground mounted systems provide structural calculations by a WA state licensed engineer or other competent person showing how the structure meets wind design requirements for the structure and footings. <i>(Note that ground mounted equipment greater than 36 inches in height must adhere to minimum required property line setbacks of the applicable zoning district)</i>	3

PROCESS AND TIMING

The time it takes to get your solar system permit depends on how complex your project is, how many corrections of your plans you need to make, and how quickly and completely you respond when we ask for corrections to the plans and/or materials submitted to us. We try to finish our initial review of complex projects in 4 weeks, and 2 weeks for simple projects. We often ask you to make corrections after the initial review, which triggers a second review of your corrected plans.

INSPECTION REQUIREMENTS

- Applicants need to call for a building inspection (360-336-6243) only after approximately 75% of the mounts have been installed.
- For a final inspection Applicants need to call the Fire Department (360-336-6277) and schedule their inspection. Once the Fire Department inspection is scheduled Applicants are required to call the Building Department (360-336-6243) to let us know the time and date the fire inspection will be.

OTHER NOTEWORTHY ITEMS

- Plans/calculation/reports prepared by state licensed architects or professional engineers must be stamped and signed by the design professional.
- Most businesses operating in Mount Vernon are required to have a State and City business license. This includes contractors and subcontractors even if the contractor who they are working with already has these licenses.

The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.

PERMIT NUMBER: _____

① PROPERTY WHERE WORK IS OCCURRING

ADDRESS: _____

PARCEL
NUMBER(S): _____

② PROPERTY OWNER INFORMATION

NAME: _____

ADDRESS: _____

CITY

STATE

ZIP

TELEPHONE: _____

CELL: _____

EMAIL: _____

③ CONTRACTOR INFORMATION

ALL CONTRACTORS & SUBCONTRACTORS MUST HAVE A VALID STATE AND CITY BUSINESS LICENSE PRIOR TO DOING WORK IN THE CITY.

NAME: _____

CONTRACTOR'S
BUSINESS LICENSES

State License Number: _____

City License Number: _____

Expiration Date: _____

Expiration Date: _____

ADDRESS: _____

CITY

STATE

ZIP

TELEPHONE: _____

CELL: _____

EMAIL: _____

④ CONTACT PERSON

SELECT THE ONE PERSON THE CITY WILL CONTACT FOR
ANYTHING RELATED TO THIS PERMIT?

Applicant

Property Owner

Contractor

Other (list below)

NAME: _____

ADDRESS: _____

CITY

STATE

ZIP

TELEPHONE: _____

CELL: _____

EMAIL: _____

⑤ OTHER INFORMATION

TYPE OF PROJECT:

New

Replace

PROJECT DESCRIPTION: _____

⑥ ACKNOWLEDGEMENT & SIGNATURE

I hereby declare that I am either the owner of the property listed on this application or the owner of this property has authorized me to be their representative to act for them. I also declare under penalty of perjury under the laws of the State of Washington that all of the statements and answers contained herein, and the information submitted with this application form, is in all respects true, correct, and complete to the best of my knowledge and belief.

Signature

Date

Printed Name