



Residential Solar System PV-Rooftop Mounted OTC Permit Application

Pacific County Department of Community Development
Internet Address: www.co.pacific.wa.us

PERMIT FEE: \$255.00

OFFICE USE ONLY

Issued Date: _____

Issued By: _____

Issued To: _____

Permit No. _____

****IMPORTANT NOTICE****

Call L&I at 360-575-6926 for roof top solar mount
permitting on manufactured homes. The county does not
issue roof top solar permits for manufactured homes.

PROPERTY OWNER INFORMATION

☐ Contact Person

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Phone: _____

Email: _____

APPLICANT INFORMATION

☐ Contact Person

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Phone: _____

Email: _____

CONTRACTOR INFORMATION

☐ Contact Person

Business Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Phone: _____

Email: _____

License No.: _____

PV SYSTEM DESCRIPTION

Legal Description and Tax Parcel Number can be found on your tax statement, the Pacific County web site address listed above or by calling the Assessor's office at 360-642-9301 or 360-875-9301. **Applications cannot be processed without this information.**

JOB SITE INFORMATION AND LOCATION

Job Site Address: _____

Unit/Bldg. No.: _____

Legal Description: _____

Tax Parcel ID No.: _____

Directions to Site: _____

SOUTH BEND OFFICE

P.O. Box 68
South Bend, WA 98586
(360) 875-9356 FAX (360) 875-9304

LONG BEACH OFFICE

7013 Sandridge Road
Long Beach, WA 98631
(360) 642-9382 FAX (360) 642-9387

Applicants can apply for an Over-The-Counter (OTC) permit where the PV system meets the requirements listed below in the Checklist. The manufacture's installation guide and any supporting documentation must be on site for the inspector. **If you have checked No to any of the requirements listed below, this project Does Not qualify for an OTC permit.**

OVER-THE-COUNTER CHECKLIST	Yes	No
1. PV system is designed and proposed for a detached one-or two-family dwelling or townhouse not more than three stories above grade or detached accessory structure that is code compliant to setbacks and height, or code allows expansion of non-conformity for solar modules. [IRC 101.2]		
2. Modules on pitched roofs do not exceed the highest point of the roof unless approved by the local jurisdiction.		
3. Rooftop is made from lightweight material such as a single layer of composition shingles, metal roofing, lightweight masonry, or cedar shingles.		
4. The installation shall comply with the manufacturer's instructions. [IRC M2302.2]		
5. The installation shall meet the requirements of NFPA 70 National Electric Code, and all required electrical permit(s) must be obtained from the Authority Having Jurisdiction to administer the electrical code. [IRC M2302.2]		
6. The installation shall meet the requirements of the International Fire Code as amended by WA State. [IRC M2302.2]		
7. The PV system is designed for the wind speed of the local area, and will be installed per the manufacturer's specifications. [IRC M2302.2.1(1)]		
8. The ground snow load does not exceed 70 pounds per square foot. [IRC M2302.2.1(2)]		
9. Total dead load of modules, supports, mountings, raceways and all other appurtenances weigh no more than four pounds per square foot. [IRC M2302.2.1(3)] Enter total dead load of system (lbs/ft2): _____		
10. To address uplift, modules are mounted no higher than 18" above the surface of the roofing to which they are affixed. [IRC M2302.2.1(4)]		
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 M2302.2.1(5)]		
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 M2302.2.1]		
13. Roof and wall penetrations shall be flashed and sealed to prevent entry of water, rodents, and insects. [IRC M2302.2.2]		
14. PV modules are listed and labeled with a fire classification in accordance with UL 1703. [IRC M2302.2.3]		
Comments:		

I hereby certify under penalty of perjury under the laws of the State of Washington that the following is true and correct:

- 1. I have read and examined this permit application and have completed all necessary information.***
- 2. The information provided in this application contains no misstatement of fact.***
- 3. I am the owner(s), or the authorized agent(s) of the owner(s) of the property which is the subject of this development application.***
- 4. I understand this permit is subject to all other local, state, and federal regulations.***

Note: This application will not be processed unless the above certification is endorsed by an authorized agent of the owner(s) of the property in question and/or the owner(s) themselves. If Pacific County has reason to believe that erroneous information has been supplied by an authorized agent of the owner(s) of the property in question and/or by the owner(s) themselves, processing of the application may be suspended.

Authorized Signature:

Print Name:	Date:
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