

SOLAR PANEL / PHOTOVOLTAIC (PV) SYSTEMS Submittal Requirements Checklist

- ☐ Completed electrical permit application form.
- ☐ Complete set of drawings to include a site plan and electrical diagram.
- ☐ Specifications, installation manual and mounting details. *(See below for more information)*
- ☐ Check, cash, or Visa/MasterCard for applicable fees.

Minimum Drawing Requirements

- ☐ Plans shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed; and shall demonstrate how the proposed work conforms to the provisions of adopted codes and ordinances.
- ☐ Plans must be dimensioned and labeled.
- ☐ Minimum plan size is 11" x 17".
- ☐ Plans shall include:
 - ☐ **Site Plan** showing location of major components on the property, including:
 - North arrow.
 - Main structure, all accessory buildings, fences, retaining walls, decks, etc.
 - Major components of PV system, including modules, service equipment, and j-box(es).
 - Distance of new PV system components to property lines.
 - ☐ **Electrical diagram** including:

➤ PV array configuration	➤ One line diagram	➤ Over-current protection
➤ Inverter	➤ Disconnects	➤ Required signs & labels
➤ Inverter interconnection to service	➤ All grounding details	➤ Utility disconnecting means
 - ☐ **Specifications Sheets and Installation Manuals** (brief version) for all manufactured components, including (but not limited to):

➤ PV module(s)	➤ Inverter(s)	➤ Combiner box
➤ Disconnects	➤ Mounting system	
 - ☐ **Mounting details** including:
 - Roofing type: ☐ Lightweight (*composition, lightweight masonry, metal, etc.*)
☐ Heavyweight (*heavy masonry, slate, etc.*)
 - Roofing coverage: ☐ single composition or roof covering ☐ multiple composition layers
 - Method and type of weatherproofing for roof penetrations:

<input type="checkbox"/> flashing	<input type="checkbox"/> caulk	<input type="checkbox"/> other (<i>specify</i>): _____
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 - Is the mounting structure an engineered product designed to mount PV modules?
☐ Yes ☐ No*

* If No, provide details of structural attachment certified by a qualified design professional

All projects that require plan review must be submitted electronically. Please visit our website at <https://www.federalwaywa.gov/page/electronic-document-submittal> to request a document upload link and obtain information on how to successfully prepare your application materials for electronic submittal and review. Documents that are incorrectly named or formatted will not be accepted for review.