



# Electrical Renewable Energy Permit Application

City of Ashland Building Division  
 51 Winburn Way, Ashland OR 97520  
 (541) 488-5305 [www.ashland.or.us](http://www.ashland.or.us)

Type of work	
<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition/Alteration/Replacement
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other:
Category of construction	
<input type="checkbox"/> 1 & 2 family dwelling	<input type="checkbox"/> Commercial/Industrial
<input type="checkbox"/> Multi-family	<input type="checkbox"/> Master Builder
<input type="checkbox"/> Accessory Buidling	<input type="checkbox"/> Other:
Job site information and location	
Job address:	
City/State/Zip:	
Suite/Bldg/Apt no.:	Project Name:
Subdivision:	Tax Map/Parcel no.:
Description of work	
Provide RS permit no.	
<input type="checkbox"/> Property owner <input type="checkbox"/> Tenant	
Name:	Email:
Address:	
City/State/Zip:	
Phone:	Fax:
<b>If owner installation:</b> This installation is being made on property that I own, which is not intended for sale, lease, rent, or exchange.	
Owner signature:	Date:
<input type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor	
Business name:	Email:
Address:	
City/State/Zip:	
Phone:	Fax:
Elec.lic.no.	CCB lic.no.
Supervising Electrician	
Signature required: _____	
Print name:	License no.
Authorized signature: _____	
Print name:	Date:
<input type="checkbox"/> Applicant <input type="checkbox"/> Contact Person	
Business name:	
Contact name:	
Address:	
City/State/Zip:	
Phone:	Fax:
E-mail:	

This permit application expires if a permit is not obtained within 180 days after it has been accepted as complete.

Fee Schedule				
Description	Qty.	Fee	Total	**
<b>Renewable energy installation per system total</b>				
5 kva or less		\$100		2
5.01 to 15 KVA		\$100		2
15.01 to 25 KVA		\$156		2
>25 KVA @ \$6.25ea				2
<b>Wind generation systems in excess of 25 KVA:</b>				
25.01 to 50 KVA		\$204		
50.01 to 100 KVA		\$469		
100.01 and up		See OAR 918.309.0040		
<b>Miscellaneous</b>				
Describe:				
Hourly rate:		\$90		
<b>Each additional inspection</b>				
Per inspection		\$90		
Investigation fee				
Other				
<b>Permit fees</b>				
Electrical Permit Subtotal			\$	

Structural Valuation for Racking System:	\$
--	----

<b>Subtotal of Permit Fees</b>	\$
Plan review (25% of permit fee)	\$
State surcharge (12% of permit fee)	\$
<b>TOTAL PERMIT FEE</b>	\$

RS Combo Permit/No Fees Due:



# Prescriptive Solar Photovoltaic Installation Checklist

## 2019 Oregon Structural Specialty Code (OSSC) Compliance

Use this checklist to demonstrate compliance with the prescriptive photovoltaic (PV) requirements of Sections 3111.3.5.3 and 3111.3.4.8 of the Oregon Structural Specialty Code (OSSC). Separate electrical permits are required for the installations.

### PART I – PROPERTY OWNER INFORMATION

Property owner name:

Phone number:

Installation address:

City:

State: Oregon

ZIP:

Structure on which modules are to be installed:

Installer:  Contractor  Owner (If owner, skip to Part III)

### PART II – CONTRACTOR INFORMATION

Contractor name:

Phone number:

Email address:

BCD business license #:

Contractor's CCB#:

### PART III – STRUCTURAL CRITERIA

#### Roof structure requirements

If "No" is selected for any item below, or if the supporting structure is a manufactured dwelling, the project **may not** be submitted using the prescriptive path.

Check the appropriate boxes for each item as it applies to the project.

- Structure is classified Risk Category I or II in accordance with OSSC 1604.5: .....  Yes  No
- Structure is of *conventional light-frame construction*: .....  Yes  No
- Supporting roof framing is one of the following: .....  Yes  No  
 (check one)  Pre-engineered trusses spaced  $\leq 24$  inches o.c.; **or**  
 Rafters spaced  $\leq 24$  inches o.c. and spans comply with OSSC 2308.7.2 **or** ORSC R802.5, respectively
- Ground snow load does not exceed maximum load: .....  Yes  No  
 (check one)   $\leq 50$  psf for structures under the ORSC, **or**   $\leq 70$  psf for structures under the OSSC
- The basic design wind speed does not exceed the following: .....  Yes  No  
 (check one)   $\leq 120$  mph in Wind Exposure Category C for structures under the OSSC; **or**  
  $\leq 135$  mph in Wind Exposure Category B for structures under the OSSC; **or**  
  $\leq 135$  mph in Wind Exposure Category C for structures under the ORSC
- Roofing materials are metal, single-layer wood shingle or shake, or not more than two layers of composition shingle: .....  Yes  No
- Module height is less than 18 inches from the top of the module to the roof surface and complies with Figures 3111.3.5.3(1) and 3111.3.5.3(2): .....  Yes  No

**PART III – STRUCTURAL CRITERIA (continued)**

**Loading requirements**

Check the appropriate boxes for each item associated with the selected attachment method.

**Attachment 1:** PV modules or racking is attached directly to the **roof framing or blocking:**

- Combined weight of PV modules and racking is not more than 4.5 psf: .....  Yes  No
- Spacing of PV modules or racking complies with one of the following: .....  Yes  No
  - (check one)  ≤ 48 inches in any direction; **or**
  - ≤ 24 inches in any direction where the following are true:
    - Ground snow load is more than 36 psf
    - Panels are located within 3 feet of a roof edge, hip, eave, or ridge
    - Basic design wind speed is greater than 120 mph in Wind Exposure Category B
    - Basic design wind speed is greater than 110 mph in Wind Exposure Category C

*\*If this is the appropriate attachment method and “No” is selected for any of the items above, the project may not be submitted using the prescriptive path.*

**Attachment 2:** PV modules or racking is attached directly to **standing seam metal panels:**

- Combined weight of PV modules and racking is not more than 4.5 psf: .....  Yes  No
- **Clamps** comply with the following requirements:
  - Provide the following, allowable uplift capacity: .....  Yes  No
    - (check one)  Not less than 115 pounds and spaced at 60 inches o.c. or less; **or**
    - Not less than 75 pounds and spaced at 48 inches o.c. or less.
  - Spacing between metal panel seams is not more than 24 inches .....  Yes  No
  - Spacing along a metal panel seam is not more than 60 inches .....  Yes  No
- **Metal roofing panels** comply with the following requirements:
  - Panel thickness is 26 gauge steel, minimum .....  Yes  No
  - Panel width is 18 inches or less .....  Yes  No
  - Attached with at least #10 screws at 24 inches o.c. ....  Yes  No
  - Installed over minimum ½-inch nominal wood structural panels attached to framing with 8d nails at 6 inches o.c. at panel edges and 12 inches o.c. field nailing .....  Yes  No

*\*If this is the appropriate attachment method and “No” is selected for any of the items above, the project may not be submitted using the prescriptive path.*

**PART IV – ROOF DESIGN SITE PLAN**

**Roof design requirements**

- 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 Section 3111.3.5.3 have been met.
- The structural plan must be on 8.5-inch x 11-inch or larger paper.

**PART V – PV MODULES**

Manufacturer:

Model number:

Listing agency:

**PART VI – PATHWAYS AND CLEARANCES**

**Pathway and clearance requirements**

- Using the grid below or an attached 8.5-inch x 11-inch or larger paper, provide a simple drawing, indicating the location of the PV system in relation to buildings, structures, property lines, and, as applicable, flood hazard areas.
- The drawing must be shown in sufficient detail to assess whether the *pathway* requirements of Section 3111.3.4.8 or one of the exceptions have been met.

A large grid for drawing a PV system layout. The grid consists of 20 columns and 20 rows of squares, providing a space for a simple drawing of the PV system in relation to buildings, structures, property lines, and flood hazard areas.