



# Solar Permit Application

## Linn County Planning and Building

300 SW 4th Street, Albany, OR 97321 Ph: (541) 967-3816 Fax: (541) 926-2060  
 PO BOX 100 Albany, OR 97321

DEPARTMENT USE ONLY
Permit no.:

**Building permits are issued under Oregon Administrative Rule (OAR) 918-460-0030.  
 Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.**

JOB SITE INFORMATION	
Job Site Address:	
City/State/Zip:	
Directions to job site:	
Tax Map/Parcel No.:        -        -        -        -	
DESCRIPTION OF WORK	
PROPERTY OWNER INFORMATION	
Name:	
Address:	
City/State/Zip:	
Phone:	Fax:
E-mail:	
Signature Required for Owner-Performed Residential Work: This installation is being made on residential or farm property owned by me or a member of my immediate family, and is exempt from licensing requirements under ORS 701.010.	
Signature:	
CONTRACTOR INFORMATION	
Business Name:	
Address:	
City/State/Zip:	
Phone:	Fax:
E-mail:	
CCB License No.:	
Contact Name:	
Contact Person	
<input type="checkbox"/> Owner	<input type="checkbox"/> Contractor
<input type="checkbox"/> Email	
<input type="checkbox"/> Phone	
APPLICANT STATEMENT	
I hereby certify that: 1) The foregoing statements and other information attached hereto are true and accurate to the best of my knowledge and belief; 2) I understand that fees paid in association with this application may not be refunded even if a permit is not ultimately issued for the project; 3) I am either the owner of the property for which this permit is being applied or am an authorized agent of the owner; and 4) The owner of record is knowledgeable of this application if I am not the owner.	
Applicant Name:	
Applicant Phone:	
Applicant Email:	
Applicant is: <input type="checkbox"/> Property Owner <input type="checkbox"/> Agent of Owner	
Applicant Signature:	

SCOPE OF WORK	
<input type="checkbox"/> Solar	<input type="checkbox"/>
<input type="checkbox"/> Electrical Permit Included	<input type="checkbox"/> Other:
TYPE	
<input type="checkbox"/> 1- and 2- Family Dwelling	<input type="checkbox"/> Manuf. Dwelling <input type="checkbox"/> Residential Accessory
<input type="checkbox"/> Commercial/Industrial	<input type="checkbox"/> Government <input type="checkbox"/> Other:
Valuation	
Valuation of Proposed Work:	\$
Solar Panel information:	
Brand:	200 amps or less (2) \$85 :
# of modules:	201 amps to 400 amps (2) \$100:
# of Inverters:	401 amps to 600 amps (2) \$167:
Total roof SQ Ft:	Branch Circuit with :
Total array SQ Ft:	Branch circuit(s) without:
Branch circuits \$5 with service or feeder purchase Branch circuit without is \$65 for the 1st, \$5 for each additional	
Supervising electrician signature: _____	
SOLAR ENERGY SYSTEMS	
System Type:	<input type="checkbox"/> Solar Photovoltaic Energy System <input type="checkbox"/> Solar Thermal Energy System
Configuration:	<input type="checkbox"/> Roof Mounted <input type="checkbox"/> Ground Mounted
Design:	<input type="checkbox"/> Engineered by a Registered Design Professional <input type="checkbox"/> Meets Prescriptive Standards of Oregon Solar Code (Must Submit Prescriptive Installation Checklist with Application)
Land use review needed: Y    N	
Land Use Review: To demonstrate the proposed installation is permitted outright and is not subject to land use review, please complete and submit a "Self-Certification of Outright Permitted Use for Energy System".	
TRADE PERMITS	
In addition to this application, please submit separate electrical, mechanical and/or plumbing permit applications as applicable.	
BUILDING PERMIT FEES (DEPT. USE ONLY)	
(A) Building Permit Fee (See Fee Schedule)	\$
(B) Investigative Fee, If Applicable (Equal to [A])	\$
(C) Plan Review Fee, If Required (65% of [A])	\$
(D) Solar Fee	\$
(E) Solar Electrical Fee	\$
(F) Flood Plain Fee	\$
(G) State Surcharge	\$
(H) Miscellaneous Fees	\$
	\$
<b>TOTAL Fees and Surcharges (A through H):</b>	<b>\$</b>



# LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Steve Wills, Director  
Rick Goff, Building Official

Room 114, Linn County Courthouse  
PO Box 100, Albany, Oregon 97321  
Phone 541-967-3816, Fax 541-926-2060

## Oregon Solar Installation Specialty Code

Checklist for Prescriptive Photovoltaic Installations in accordance with **Sec.305.4**

Property Owner Information	
Property Owner Name:	
Installation address:	
City:	State: OR Zip:
Structure on which modules are to be installed:	
Day phone: ( )	Evening phone: ( )
Email:	
Contractor:	CCB#:
Day phone: ( )	Evening phone: ( )
Email:	

Site Plan
<ul style="list-style-type: none"> <li>• Attach a simple site plan showing the location of the PV system in relation to buildings, structures, property lines, and as applicable, flood hazard areas.</li> <li>• System must be shown in sufficient detail to assess whether the requirements of section 304.9 or one of the exceptions have been met.</li> <li>• The site plan must be on 8.5" X 11" or larger paper.</li> </ul>

Structural Information			
<b>All Structures:</b>			
• Is this conventional light framed wood construction?	Yes	No	(circle one)
• Does this structure have pre-engineered trusses?	Yes	No	(circle one)
<b>OR</b>			
• Does this structure have roof framing members spaced at 24 inches on center maximum?	Yes	No	(circle one)
• Is the weight of the PV modules and racking less than 4.5 pounds per square foot?	Yes	No	(circle one)
• Is the roofing material metal, single layer wood shingle, or not more than two layers of composition shingle?	Yes	No	(circle one)

**Structural Information (continued)**

**Standing Seam Metal Roofs:**

- Is this metal gauge 26 or heavier?                      **Yes**                      **No**                      **(circle one)**
- Clamp design: Are clamps designed to withstand uplift of at least 115 pounds for clamps spaced at 60 inches on center or less or at least 75 pounds for clamps spaced at 48 inches on center or less?                      **Yes**                      **No**                      **(circle one)**
- Is the spacing of the clamps as measured along the seam less than or equal to 24" on center?                      **Yes**                      **No**                      **(circle one)**
- Is the roofing panel width 18-inches or greater?                      **Yes**                      **No**                      **(circle one)**
- Will the roofing panel attachments be at least #10 screws at 24-inches on center?                      **Yes**                      **No**                      **(circle one)**
- Will the roofing panels be installed over minimum ½-inch nominal wood structural panels attached to framing with 8d nails at 6-inch on center at panel edges and 12-inches on center field nailing?                      **Yes**                      **No**                      **(circle one)**

If no, on any of these requirements, the project may not be submitted using the prescriptive path.

**Roof Design & Attachment**

- Attach a simple structure 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 305.4 have been met.
- The structural plan must be on 8.5" X 11" or larger paper.

**Wind Design**

- Does the project exceed 95 MPH in exposure C or 105 MPH in exposures A or B?                      **Yes**                      **No**                      **(circle one)**
- Is the module height less than 18 above the roof in accordance with section 305.4?                      **Yes**                      **No**                      **(circle one)**

**PV Modules**

- Manufacturer: \_\_\_\_\_
- Model Number \_\_\_\_\_
- Listing Agency \_\_\_\_\_

\_\_\_\_\_  
Applicant name (please print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date