

1 Project Information

Project Applicant Name/Company:	
Project Address:	
Site Owner Name/Phone:	
Contractor Name/Phone:	
Contractor License Number:	
PV System Description (Include manufacturer and model number of major equipment)	

2 Determine if your project needs a building permit

	Yes	No
1. Photovoltaic (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.		
2. PV system is being installed by a licensed contractor.		
3. PV system is designed for rooftop of a house in general compliance with applicable codes.		
4. Mounting system is engineered and designed for PV.		
5. Rooftop is made from lightweight material such as a single layer of composition shingles, metal roofing, or cedar shingles.		
6. To address uplift, panels are mounted no higher than 18" above the surface of the roofing to which they are affixed. Except for flat roofs, no portion of the system may exceed the highest point of the roof (or ridge).		
7. Total dead load of panels, supports, mountings, raceways, and all other appurtenances weigh no more than three and one-half (3.5) pounds per square foot.		
8. Supports for solar panels are installed to spread the dead load across as many roof-framing members as needed to ensure that at no point loads in excess of fifty (50) pounds are created.		
9. The installation will comply with the manufacturer's instructions.		
10. Per IRC M2301.2.9, roof and wall penetrations will be flashed and sealed in accordance with IRC Ch. 9 to prevent entry of water, rodents, and insects.		
11. Home is code compliant to setbacks and height, or code allows expansion of nonconformity for solar panels.		
12. System complies with International Residential Code Ch. 23 for solar thermal energy systems.		

Residential Photovoltaic Systems Checklist



	Yes	No
13. Roof-mounted collectors and supporting structure are constructed of noncombustible materials or fire-retardant-treated wood equivalent to that required for the roof construction per IRC M2301.2.2.1.		
14. Roof access points and pathways for firefighters will be provided as outlined in the Residential Solar Systems Tip Sheet on MyBuildingPermit.com. (See tip sheet 24)		
15. An electrical permit will be pulled through the State Department of Labor and Industries.		

👉 If you answered yes to all the above questions, no separate building permit is required.

3 Comply with any applicable homeowner’s association requirements.

4 Submit this Checklist to the City of Issaquah

Permit Center
 130 E Sunset Way
 Issaquah, WA 98027

I certify that I am the owner of this property or the owner’s authorized agent. If acting as an authorized agent, I further certify that I have full power and authority to file this application and to perform, on behalf of the owner, all acts required to enable the jurisdiction to process and review such application. I have furnished true and correct information. I will comply with all provisions of law and ordinance governing this type of application. The property owner or Washington State Licensed Contractor will perform all work.

Hold Harmless Agreement

I agree to save harmless the City of Issaquah as to any claim (including costs, expenses, and attorney’s fees incurred in investigation and defense of such claim), which may be made by any person, including the undersigned, and filed against the City of Issaquah, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information supplied to the City as a part of this application.

Applicant Signature:	Date:
Applicant Name (Please Print):	

-----TO BE COMPLETED BY CITY STAFF-----	
Building Permit Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Stamp here	