



A Tradition of Stewardship
A Commitment to Service

SOLAR SUBMITTAL CHECKLIST

This handout is a guide to help you prepare your permit application. Solar project submittals will require the following items to be accepted for review. Each project is unique and yours may have additional submittal requirements. Commercial projects may also require separate permitting from other departments. Check with a member of our staff to confirm which documents and permits your project will need.

Drawings

All check marked items are required. Which of the remaining drawings you need will depend on the scope of your project. Together with the Forms and Supporting Documents, they make a complete set. Consult our staff for additional information.

Site Plan -Identify all structures on the parcel, leach fields, bodies of water, roadways, and the proposed loca-tion of the array (see the Sample Site Plan in Building Documents, Additional Forms). Show setbacks from property line and from existing structures, septic and wells. Show the connection & method of connection to the PGE service drop &/or structure.

Single Line Electrical - stamped by an electrical engineer, or signed by a C10 or the licensed installer along with their license number.

Attachment Details - Or chosen panel framing system.

Footing Details - (ground mounted systems) - signed structural calculations for array mounting system.

Forms & Supporting Docs

Completed Application

- Cut Sheets - For all equipment being installed.
- Structural Calcs - showing the roof can take the loads of the new solar system and the existing (or new) roofing material. Or Two (2) copies of sheets providing: type of wood, sizing, spacing & span of roof framing members to which panels are attached and the type of roofing material (roof framing plan).
- Electrical Worksheet
- Agent Authorization Form
- Scope of Work
- HOA Pre-approval (wet signed letter or approved site plan)

Number & Size of Drawings

- 3 Complete Sets of Drawings**
Drawings must be no smaller than 11"x17" and no larger than 24"x36". They must be drawn to scale using English measure and signed by the architect or draftsman.
- 2 Copies of Structural Calculations
- 2 Copies of Cut Sheets
- 1 Copy of Each Required Form
- Project Guidance Stormwater Quality Compliance Checklist (for ground mounted systems only)