



Solar Structural Permit Application

300 NE 3rd Street, Room 12, Prineville, Oregon 97754
(541) 447-3211 bld@crookcountyor.gov www.co.crook.or.us

Contact Name: _____ Contact Phone: _____
Site Address: _____ EMAIL: _____

If "No" is selected for any item below, or if mounting on a manufactured home, the project is not eligible for a prescriptive permit.

- | | | |
|--------------------------|--------------------------|---|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | PV panel system and attachments will be designed to withstand applicable gravity and wind loads at the site and installed in accordance with the manufacturer's installation instructions (MIIs). |
| <input type="checkbox"/> | <input type="checkbox"/> | The ground snow load at the site does not exceed 70psf (pounds per square foot). |
| <input type="checkbox"/> | <input type="checkbox"/> | Wind exposure for structures is limited to Wind Exposure Category B or C. |
| <input type="checkbox"/> | <input type="checkbox"/> | The structure is of conventional light-frame construction. |
| <input type="checkbox"/> | <input type="checkbox"/> | Supporting roof framing is one of the following: |
| | <input type="checkbox"/> | Pre-engineered trusses are spaced less than or equal to 24" on center |
| | <input type="checkbox"/> | Rafters are spaced less than or equal to 24" on center and framing complies with R324.4.1, exception 1.4 – 1.6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Roofing materials are metal or single layer wood shingles / shakes, or not more than 2 layers of composition shingles. |
| <input type="checkbox"/> | <input type="checkbox"/> | Total weight of the PV panel system (including modules and racking) will not exceed 4.5 psf. |
| <input type="checkbox"/> | <input type="checkbox"/> | The module height will be no more than 18" from the top of the module to the roof surface and comply with Figures R324.4.1(2) and R324.4.1(3) accordingly. |
| <input type="checkbox"/> | <input type="checkbox"/> | PV modules or racking will be attached to the roof using one of the following methods: |

Attachment Method 1:

Direct attachment to the **roof framing or blocking**; and Attachment spacing: Less than or equal to 24" in any direction; **or** greater than 24" and less than or equal to 48" in any direction, where **all** the following exist:

- Ground snow load is less than 36psf
- Attachments are not located within 3' of a roof edge, hip, eave, or ridge
- Basic design wind speed less than or equal to 120mph in Wind Exposure Category; **or** less than or equal to 110mph in Wind Exposure Category C.

Attachment Method 2:

Direct attachment to standing seam metal roofing panels; and attachment clamps comply with all the following requirements:

- Allowable uplift capacity of the clamps is not less than: 115lbs, where clamp spacing is greater than or equal to 48" on center; **or** 75lbs, where clamp spacing is less than 48" on center.
- Clamp spacing along a panel seam will be greater than or equal to 24" and less than or equal to 60" on center.
- Parallel to seam clamp spacing multiplied by the perpendicular clamp spacing will be less than or equal to 10 square feet.

Metal roofing panels comply with the following:

- Panel thickness is minimum of 26-gauge steel
- Panel width is less than or equal to 18"
- Attached with minimum #10 screws at 24" on center
- Installed over minimum 1/2" nominal wood structure panel sheathing, which is fastened to framing with 8d nails at 6" on center at panel edges and 12" on center field nailing.

The following applicant or agent has reviewed and completed this application packet and affirms all requirements have been meet for application submittal.

Signature: _____ Date: _____

Printed Name: _____ Phone: _____

Received by: _____ Date: _____

(Staff Signature)



Solar Structural Permit Application

Crook County Community Development

300 NE 3rd St. Room 12, Prineville, OR 97754

541-447-3211

Received:

Initials:

Office Use Only

<input type="checkbox"/> Electrical Application	<input type="checkbox"/> Bid Sheet	<input type="checkbox"/> Prescriptive	<input type="checkbox"/> Non-Prescriptive
<input type="checkbox"/> Plans	<input type="checkbox"/> Engineering (If Applicable)	Reviewer Initials:	

**An electrical application is required to be submitted along with the structural permit application.*

JOB SITE INFORMATION

Site Address:							
City:	State:	Zip:	TWN:	RGE:	SEC:	TL:	

MOUNTING

<input type="checkbox"/> ** MANUFACTURED HOME	<input type="checkbox"/> STICK BUILT HOME	<input type="checkbox"/> GARAGE	<input type="checkbox"/> OTHER:
Project Valuation (Materials & Labor, attach bid sheet) \$			

*** If mounting is on a manufactured home, full engineering and a plan review is required.*

OWNER & APPLICANT INFORMATION

OWNER NAME OF RECORD:		PHONE #:	
ADDRESS:	CITY:	ST:	ZIP:
OWNER EMAIL:			

APPLICANT NAME:		PHONE #	
ADDRESS:	CITY:	ST:	ZIP:
APPLICANT EMAIL:			

SOLAR CONTRACTOR INFORMATION

CONTRACTOR NAME:		PHONE #:	
ADDRESS:	CITY:	ST:	ZIP:
CCB LICENSE #:			
CONTACT PERSON:		CONTACT PHONE #:	
CONTACT EMAIL:			

*** Is this property (or will it be within the next three years) for sale, lease or rent?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
*** If any of the above contractors change Crook County Community Development must be notified at the time of change and a new permit may be required.		

APPLICANT SIGNATURE:	DATE:
OWNER SIGNATURE:	DATE:
Contact for Permit Issuance:	PHONE#:

REQUIREMENTS PRIOR TO APPLYING FOR SOLAR STRUCTURAL PERMITS:

- The project must be approved by the Planning department
- Electrical application and solar photovoltaic systems checklist must be filled out and accompany structural permit

IF APPLICABLE THE FOLLOWING MUST BE FILLED OUT AND ATTACHED:

- Authorization Form (Needed when the owner gives another party authorization to apply, get info, or pay.)
- Homeowner Acknowledgement Form (Needed when the homeowner is doing any of their own work.)
- **PLEASE NOTE:** All building and electrical (where applicable) contractors must be listed with license numbers, addresses, and phone numbers.

Exceptions to the above cannot be made. Contact the C.C.C.D. office if you have any questions at: 541-447-3211