



Solar Structural Permit

Crook County Community Development
300 NE 3rd St. Room 12, Prineville, OR 97754 541-447-3211

Received:

Office Use Only

<input type="checkbox"/> Electrical Application Plans	<input type="checkbox"/> Bid Sheet Engineering (If Applicable)	<input type="checkbox"/> Prescriptive Reviewer Initials:	<input type="checkbox"/> Non-Prescriptive
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*****Electrical application 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	<input type="checkbox"/> Garage	<input type="checkbox"/> Other:
Project Valuation (Materials & Labor, <i>Please Attach Bid Sheet</i>): \$			

**** If mounting is on a Manufactured Home there will need to be Full Engineering & will require a Plan Review**

DESCRIPTION OF WORK:

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:

- 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, address, 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

Permit #:



CROOK COUNTY COMMUNITY DEVELOPMENT

300 NE 3rd St, Rm 12, Prineville, OR 97754

Ph 541-447-3211 email bld@co.crook.or.us

Solar Photovoltaic Systems Checklist

Direct Attachment to Roof Framing or Blocking

- Yes No Is the structure conventional light-framed construction?
Does the structure have pre-engineered trusses or roof framing members spaced @ 24" o.c. maximum?
Is the weight of PV modules and racking system 4.5 pounds per square foot or less?
Is roofing material metal, single layer wood shingle or shake, or not more the {2} layers of comp shingles?
Are the PV modules or racking attached directly to the roof framing or blocking?
Are the attachments spaced no greater than 48" o.c. in any direction, or 24" o.c. when located within 3 feet of a roof edge, hip, eave or ridge?
Is the module height 18 inches or less above roof?
Installation meets 304.9 and 305.4 ?
Electrical Permit Label (Filled Out) & M.I.I on site at time of inspection?

If any of the above questions were answered NO, the project is not eligible for a prescriptive permit

Attachment to Standing Seam Metal Panels

- Yes No Is the standing seam roof a minimum of 26 gage steel?
Are the panels a minimum of 18" in width?
Are the panels attached with a minimum of #10 screws at 24" o.c.?
Are the panels installed over 1/2 -inch nominal wood structural panels attached to framing with a minimum 8d nails at 6" o.c. at panel edges and 12" o.c. field nailing?
Are clamps designed with an uplift capacity of not less than 115 pounds when spaced at 60" o.c. or less, or not less than 75 pounds for clamps spaced at less than 48" o.c., measured along the seam?
Are clamps spaced not less than 24" between or along seams and a maximum of 60" along seams?
Is the module height 18 inches or less above roof?
Electrical Permit Label (Filled Out) & M.I.I. on site at time of inspection?

If any of the above questions were answered NO, the project is not eligible for a prescriptive permit

Applicant Signature: _____ Date: _____

Print Name: _____ Phone: _____

FOR STAFF USE ONLY

- Prescriptive Installation - (Roof Mount) Plan Review required for over 25 KW
Non-Prescriptive Installation - (Ground Mount) Plan Review required



ELECTRICAL PERMIT

300 NE 3RD ST., RM 12 Prineville, OR 97754
 Phone: (541) 447-3211 Fax: (541) 416-2139
 Email: bld@co.crook.or.us

Date Received:

TYPE OF WORK OR CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition/alteration/replacement <input type="checkbox"/> Other:
<input type="checkbox"/> 1- and 2-family dwelling	<input type="checkbox"/> Commercial/industrial <input type="checkbox"/> Accessory building
<input type="checkbox"/> Multi-family	<input type="checkbox"/> Other:
DESCRIPTION OF WORK	
JOB SITE INFORMATION AND LOCATION	
Job address:	
City/State/ZIP:	
Suite/bldg./apt. no.:	Project name:
Subdivision:	Lot no.:
Tax map/parcel no.:	
<input type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> APPLICANT
Name:	
Address:	
City/State/ZIP:	
Phone:	Cell:
E-mail:	
Owner installation: This installation is being made on property that I own, which is not intended for sale, lease, rent, or exchange.	
Owner signature: _____ Date: _____	
CONTRACTOR	
Business name:	
Address:	
City/State/ZIP:	
Phone:	BCD LIC. no.:
E-mail:	CCB LIC. no.:
CONTACT FOR ISSUANCE	
Name:	PHONE #:
Supervising electrician MUST sign label that is on-site	
Name of Signing Supervisor:	#:
Business Name:	CCB LIC NO
Print name:	Date:
Authorized signature:	
Print name:	Date:
Contact Person:	Phone No

FEE SCHEDULE				
Description	Qty.	Fee	Total	*
Residential single Includes attached garage				
Multi-family full fee for largest unit 50% for each add'l. unit				
1,000 sq. ft. or less		166.16		4
Ea. add'l 500 sq. ft. or portion				
Limited energy, residential (with above sq. ft.)		38.77		2
Limited energy, multi-family residential (with above sq. ft.)		70.64		2
Multi-family Protective signaling by floor		70.64		2
Services or feeders installation, alteration, and/or relocation				
200 amps or less		106.90		2
201 amps to 400 amps		126.28		2
401 amps to 600 amps		212.13		2
601 amps to 1,000 amps		278.25		2
Over 1,000 amps or volts		633.15		2
Utility reconnect		100.00		1
Temporary services or feeders installation, alteration, and/or relocation				
200 amps or less		100.00		2
201 amps to 400 amps		116.31		2
401 amps to 600 amps		167.82		2
601 amps to 1,000 amps		278.25		2
Branch circuits – new, alteration, or extension, per panel				
A. Fee for branch circuits with above service or feeder fee, each branch circuit		7.98		2
B. Fee for branch circuits without service or feeder fee, first branch circuit		74.17		2
Each add'l branch circuit		7.98		
Miscellaneous (service or feeder not included)				
Each manufactured or modular dwelling, service, and/or feeder		74.17		2
Pump or irrigation circle		74.17		2
Sign or outline lighting		74.17		2
Signal circuit(s) or limited-energy panel, alteration, or extension. Describe: See page 2		74.17		2
Commercial Fire Alarm		70.64		2
Per inspection		100.00		
Inspections outside normal business hours		150.00		
Master Electrical Program		100.00		
Minimum Electrical Permit Fee		100.00		
SUBTOTAL				
Plan review (25% of permit fee)				
State surcharge (12% of permit fee)				
TOTAL PERMIT FEE				

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

Electrical Plan Review Requirements

Indicate all that apply by checking Yes or No below. Electrical plan review is required for any Yes answer. Provide 2 complete sets of plans, specifications, and calculations at least 1/4 scale. Must be legible. Refer to Oregon Administrative Rule 918-311-00410.

YES NO

		The service or feeder of 400 AMPs or greater with an available fault current exceeding 10,000 AMPs at 150 volts or less is to ground, or exceeding 14,000 AMPs for all other installations?
		Derived system of 150KVA or greater, or a motor of 100 HP or greater?
		Fire pump or other emergency system?
		Commercial Fire Alarm?
		Service or Feeder of 600 AMPs or greater?
		Building or structure more than 3 stories in height?
		Six or more residential units connected?
		Building listed as E, I-2, or I-3 occupancy?
		Building listed as a special occupancy such as : Hazardous, Health Facility Patient Area, Commercial Agricultural, or Recreational Vehicle Park?
		Addition of new motor load of 100 HP or more?
		Marina or boatyard?
		Floating buildings?
		Installation of 150 KVA or larger separately derived system?

Signal Circuits/Limited Energy

Indicate each that applies to the project.

	Audio and stereo equipment		Land lighting and sprinkler controls
	Data Telecommunication		Landscape irrigation controls
	Doorbell		Outdoor landscape lighting
	Garage Door Opener		Vacuum System
	Heating, ventilation, air-conditioning		Emergency System
	Commercial fire alarm		Other

Renewable Energy Permit Fees (SOLAR)

	5 KVA or Less	\$100.00
	5.01 KVA to 15 KVA	\$126.00
	15.01 KVA to 25 KVA	\$168.00
	25.01 KVA to 45 KVA Plan Review REQUIRED	\$262.70 + additional charges as applicable
	Over 45 KVA Plan Review REQUIRED	\$603.46 + additional charges as applicable

*If your Solar project is over 25 KVA, you **must** fill out a Solar Photovoltaic System Checklist*

Wind Energy

	25.01 KVA to 50 KVA Plan Review Required	\$262.70 + add. charges as applicable
	50.01 KVA to 100 KVA Plan Review Required	\$603.46 + add. charges as applicable