



# SOLAR INSTALLATION – Supplemental Information

Community Development Department - Building Division

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## BACKGROUND

### GENERAL SUBMITTAL REQUIREMENTS

The Oregon Structural Specialty Code (OSSC) section 3111 and associated rules establish uniform and consistent requirements, standardize permit and plan review requirements, and establish fee methodology for solar installations in the State of Oregon. The rules also provide a prescriptive path and various administrative provisions to allow for many simple installations to be constructed without plan review. Key elements of the code and solar permitting and plan review rules include:

- Used primarily on photovoltaic installations covering around 80% of common types of solar installations. (Residential & commercial)
- Electrical provisions are included as an appendix for easy reference. Electrical provisions will remain part of the Oregon Electrical Specialty Code.
- Oregon Structural Specialty Code (OSSC) governs the design of the structural system.
- Prescriptive path, fire fighter access, fees and plan review requirements are unique to Oregon.
- Prescriptive path was developed with help from Oregon’s engineering groups.
- Non-prescriptive (engineered) systems follow the design standards in the OSSC. Plan review is required for engineered systems.
- Separate electrical and structural permits are required.
- Plan review rules address what is considered a complex system for renewable energy plan reviews.
  - Systems greater than 25 Kilowatts are considered complex and require plan review.
  - Solar Structural permit methodology expedites prescriptive installations.
  - Prescriptive installations require no plan review and include (1) inspection.

**PRESCRIPTIVE METHOD:** If the project **meets the prescriptive requirements** of the OSSC chapter 31, a Structural permit with a **“flat” fee** of \$86.00 and 12% state surcharge and a separate Electrical permit with fees determined by renewable energy fee schedule are required.

Provide the following:

- Completed checklist on reverse side of this form.
- Dimensioned site plan showing the location of the PV system in relation to buildings, structures, property lines, and, as applicable, flood hazard areas.
- Plans with sufficient detail to assess whether the requirements of Section 3111.4.8 or one of the exceptions have been met (Fire Fighter Access and Escape).
- Structural details of roof framing (rafter size, type, and spacing) and PV system racking attachment. Show system in sufficient detail to assess whether the requirements of section 3111.5.3 have been met (Prescriptive Installations).
- Provide PV Modules Specifications (or attach manufacturer’s specifications).

**NON-PRESCRIPTIVE METHOD (engineered systems):** If the project **does not meet the prescriptive requirements** of the OSSC, separate electrical and structural permits are required and **“flat” fees do not apply**. Fees for Electrical and Plumbing permits are by fee schedule. Fees for Structural permit are based on the value of the structural components, racking, mounting, rails, labor etc. but excludes electrical components. Value is then placed in the jurisdiction’s fee schedule. OAR 918-309-0070

- Provide same documentation as for prescriptive system plus plans, calculations and specifications prepared and sealed by a design professional licensed to perform work in the State of Oregon.

## SPECIFIC SUBMITTAL REQUIREMENTS

**OFFICE USE ONLY:**

Permit No's (by Permit Technician): \_\_\_\_\_

Plans Examiner Verification for Completeness (initial / date): \_\_\_\_\_

**PROJECT INFORMATION:** (Applicant completes this form & submits to Building Division **with permit applications.**)

**Owners Name (print):** \_\_\_\_\_

**Installation Address:** \_\_\_\_\_

**Solar Installer / Contractor Name (print):** \_\_\_\_\_

CCB No.: \_\_\_\_\_

**PV Modules Specifications** (or attach manufactures specifications):

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

**General Structural** (*complete all questions*):

- Yes  No: Project is conventional light framed wood construction.
- Yes  No: Structure has pre-engineered trusses or has roof framing members spaced at 24 inches on center maximum.
- Yes  No: The weight of the PV modules and racking is less than 4.5 pounds per square foot.
- Yes  No: The roofing material is metal, single layer wood shingle, or not more than two layers of composition shingle.
- Yes  No: Project is in an area with less than 70 psf ground snow load for residential, or less than 50 psf ground snow load (40 psf live load) for commercial.
- Yes  No: Wind exposure design does not exceed 95 MPH in zone C or 105 MPH in zones A or B.
- Yes  No: Module height is 18" or less above the roof in accordance with OSSC section 3111.5.3

**Standing Seam Metal Roofs** (*complete all questions or indicate N/A*):  N/A

- Yes  No: Metal gauge is 26 or heavier?
- Yes  No: Clamps are designed to withstand uplift of at least 115 pounds for clamps spaced at 60 inches o.c. or less, or at least 75 pounds for clamps spaced at 48 inches on center or less.
- Yes  No: Spacing of the clamps as measured along the seam less than or equal to 24" o.c.
- Yes  No: Width of roofing panel is 18" or less.
- Yes  No: Roofing panel attachments are at least #10 screws at 24" o.c.?
- Yes  No: Roofing panels will be installed over minimum 1/2" nominal wood structural panels attached to framing with 8d nails at 6" o.c. at panel edges and 12" o.c. field nailing.

**If you answered "No" to any of the questions above, the project cannot be submitted using prescriptive path and you must submit an engineered design for structural plan review.**

**Homeowner / Contractor Verification:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(signature)