



City of Medford
Building Safety Department
 200 S. Ivy St., 2nd Flr
 Medford, OR 97501
 Phone (541) 774-2350, Fax (541) 618-1707
 E-mail address: www.building@cityofmedford.org

PHOTOVOLTAIC & SOLAR WATER HEATER APPLICATION

PERMIT NUMBER _____

TYPE OF WORK	
<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL	
JOB SITE INFORMATION AND LOCATION	
Job address: _____	
City/State/ZIP: _____	
Subdivision: _____	Lot: _____
DESCRIPTION OF WORK	
<input type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> BUSINESS NAME	
Name: _____	
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: _____	
OWNER INSTALLATION	
Name: _____	
Address: _____	
City/State/ZIP: _____	
Phone: () _____	Fax: () _____
CONTRACTOR	
Business name: _____	
Address: _____	
City/State/ZIP: _____	
Phone: () _____	Fax: () _____
CCB lic. no.: _____	BCD lic. no.: _____
Signing Supervisor's license no.: _____	
Print Name of signing supervisor: _____	
Signature of signing supervisor: _____	Date: _____
Plumbing Contractor: _____	Phone: _____

REQUIRED DATA: 1- AND 2-FAMILY DWELLING

All criteria must be met as a prescriptive installation:

Is roof structure an engineered truss or 2x6 min. rafter capable of supporting the additional loads? Yes No

Is spacing 24" o.c. or less? Yes No (If No, plan review required)

Roofing Material: Standing seam metal, composition, single layer wood shingle or shake? Yes No
If No what type? _____

Concrete or tile Yes No (If Yes, will require a structure review)

Loading: Are collectors directly attached to roof framing OR mounted to continuous rails directly attached to roof framing? Yes No

Roof attachment 24" allowed within 3' of roof edges Yes No

Does collector and mounting hardware (rails, frame, etc.) weight exceed 4.5 pounds per square foot (psf)? Yes No

Does maximum panel height above roof exceed 18" from top of panel to roof surface? Yes No
 (If Yes on either of these two, plan review required)

REQUIRED DATA: PLANNING & LAND USE

Check with the local planning/development department:

Land Use – Zoning Code _____ Setbacks _____ ft.

Height Restrictions vary per local jurisdictions. Check with the Authority Having Jurisdiction for restrictions.

Solar Shade Restrictions

Is property in the Historic District? Yes No
 (If Yes, Historic Review may be required)

DOCUMENTS REQUIRED FOR SUBMITTAL

Application Site Plan Elevations

Structural plans needed if the system does not meet all of the prescriptive requirements above. Include data showing that the solar installation meets the prescriptive requirements.

Elevation Drawings (required if system not flush with the roof). The elevation must show the height of the building, and the height of the solar installation, but does not need to show other building details, unless a Design Review will be required.

PERMITS ARE NON-TRANSFERABLE, NON-REFUNDABLE AND EXPIRED IF WORK IS NOT STARTED WITHIN 180 DAYS OF ISSUANCE OR IF WORK IS SUSPENDED FOR 180 DAYS.

It is the responsibility of the owner or contractor to call for inspections. 541-774-2350 by 7:00 am for same day inspection.

PERMIT FEES

Valuation of Project = Total Project Price - Solar Equipment Value (structural elements for the solar panels, including the mounting brackets and rails and the cost of labor to install them) \$ _____			
Solar Equipment Value (including the solar collector panels, inverters and preheat tanks). \$ _____			
Building Permit \$ _____ (Based on valuation above) Electrical Permit \$ _____ Plumbing Permit \$ _____ 12% state surcharge \$ _____ Total Fees Due: \$ _____	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"> Electrical Permit: 5kva or less \$100.00 <input type="checkbox"/> \$ _____ 5.01 to 15 kva \$100.00 <input type="checkbox"/> \$ _____ 15.01 to 25kva \$200.00 <input type="checkbox"/> \$ _____ 25.01kva and above \$200 + \$2 x _____kva = <input type="checkbox"/> \$ _____ Plumbing Permit: Water Heater Permit \$60.00 <input type="checkbox"/> \$ _____ </td> <td style="width: 70%; vertical-align: top;"> *Inspections that may be required by the AHJ of the solar system: Building – To verify that the solar support system is properly installed. Electrical - Required in all instances where the solar system provides power to the dwelling electrical system. To verify that the circuits and feeders have been installed properly & the system has been connected properly. Plumbing – Req'd when the solar apparatus attaches to the potable water system, usually water heater. Inspection verifies that the collection system is properly attached so that no contamination of the potable system can occur. </td> </tr> </table>	Electrical Permit: 5kva or less \$100.00 <input type="checkbox"/> \$ _____ 5.01 to 15 kva \$100.00 <input type="checkbox"/> \$ _____ 15.01 to 25kva \$200.00 <input type="checkbox"/> \$ _____ 25.01kva and above \$200 + \$2 x _____kva = <input type="checkbox"/> \$ _____ Plumbing Permit: Water Heater Permit \$60.00 <input type="checkbox"/> \$ _____	*Inspections that may be required by the AHJ of the solar system: Building – To verify that the solar support system is properly installed. Electrical - Required in all instances where the solar system provides power to the dwelling electrical system. To verify that the circuits and feeders have been installed properly & the system has been connected properly. Plumbing – Req'd when the solar apparatus attaches to the potable water system, usually water heater. Inspection verifies that the collection system is properly attached so that no contamination of the potable system can occur.
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