



Best Practices: Residential PV Permitting - Structural and Electrical

The following best practices were developed by the Northwest Solar Communities Permitting Work Group, with contributions from jurisdictions across Oregon and Washington. For examples, see the NSC website: <http://nwsolarcommunities.org/priorities/permitting/>

Best Practice	Not Applicable	Planned	In Process	Target Date	Done
<i>For Jurisdictions that handle Building Permits:</i>					
<i>1. Adopt a Permit Checklist</i>					
Provide solar permitting checklist for OTC permit					
<i>2. Set Reasonable Fees</i>					
Adopt flat fee for OTC permit (or no fee if Exempt)					
Valuation-based fee for non-OTC permit excludes cost of modules, inverters					
<i>3. Provide Public Information Online</i>					
Provide solar permit information online					
Designate a solar Point of Contact for permitting					
<i>4. Train Permit Staff in Solar Installations</i>					
Train permit staff on solar installation issues					
Cross-train building and electrical inspectors					
<i>5. Implement Online or E-Permitting System</i>					
Online or email submittal of Permit Applications					
Online permit issuance : review, payment, approval and receipt					
<i>For Jurisdictions that handle Electrical Permits:</i>					
Provide Solar Permitting Checklist for OTC permit					
Online or email submittal of Permit applications					
Online permit issuance : review, payment, approval and receipt					