



**City of Medford**  
**Building Safety Department**  
 200 S. Ivy St., 2<sup>nd</sup> 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: _____	
<b>Owner installation: This installation is being made on property that I own, which is not intended for sale, lease, rent, or exchange.</b>	
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:
<b>Is roof structure an engineered truss or 2x6 min. rafter capable of supporting the additional loads?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
Is spacing 24" o.c. or less?    Yes <input type="checkbox"/> No <input type="checkbox"/> (If No, plan review required)
<b>Roofing Material:</b> Standing seam metal, composition, single layer wood shingle or shake?    Yes <input type="checkbox"/> No <input type="checkbox"/> If No what type? _____
Concrete or tile    Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes, will require a structure review)
<b>Loading:</b> Are collectors directly attached to roof framing OR mounted to continuous rails directly attached to roof framing?    Yes <input type="checkbox"/> No <input type="checkbox"/>
Does collector and mounting hardware (rails, frame, etc.) weight exceed 4.5 pounds per square foot (psf)?    Yes <input type="checkbox"/> No <input type="checkbox"/>
Does maximum panel height above roof exceed 18" from top of panel to roof surface?    Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes on either of these two, plan review required)
REQUIRED DATA: PLANNING & LAND USE
<b>Check with the local planning/development department:</b>
Land Use – Zoning Code <input type="checkbox"/> _____      Setbacks <input type="checkbox"/> _____ ft.
Height Restrictions vary per local jurisdictions. Check with the Authority Having Jurisdiction for restrictions.
Solar Shade Restrictions <input type="checkbox"/>
Is property in the Historic District?    Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes, Historic Review may be required)
DOCUMENTS REQUIRED FOR SUBMITTAL
Application <input type="checkbox"/> Site Plan <input type="checkbox"/> Elevations <input type="checkbox"/>
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																													
<b>Valuation of Project</b> = 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)	\$ _____																												
<b>Solar Equipment Value</b> (including the solar collector panels, inverters and preheat tanks).	\$ _____																												
<table style="width:100%;"> <tr> <td style="width:30%;">Building Permit</td> <td style="width:10%;">\$ _____</td> <td style="width:30%;">Electrical Permit:</td> <td style="width:30%;"></td> </tr> <tr> <td>(Based on valuation above)</td> <td></td> <td>5kva or less</td> <td>\$100.00 <input type="checkbox"/> \$ _____</td> </tr> <tr> <td>Electrical Permit</td> <td>\$ _____</td> <td>5.01 to 15 kva</td> <td>\$100.00 <input type="checkbox"/> \$ _____</td> </tr> <tr> <td>Plumbing Permit</td> <td>\$ _____</td> <td>15.01 to 25kva</td> <td>\$200.00 <input type="checkbox"/> \$ _____</td> </tr> <tr> <td>12% state surcharge</td> <td>\$ _____</td> <td>25.01kva and above</td> <td>\$200 + \$2 x _____ kva = <input type="checkbox"/> \$ _____</td> </tr> <tr> <td><b>Total Fees Due:</b></td> <td><b>\$ _____</b></td> <td>Plumbing Permit:</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Water Heater Permit</td> <td>\$60.00 <input type="checkbox"/> \$ _____</td> </tr> </table>	Building Permit	\$ _____	Electrical Permit:		(Based on valuation above)		5kva or less	\$100.00 <input type="checkbox"/> \$ _____	Electrical Permit	\$ _____	5.01 to 15 kva	\$100.00 <input type="checkbox"/> \$ _____	Plumbing Permit	\$ _____	15.01 to 25kva	\$200.00 <input type="checkbox"/> \$ _____	12% state surcharge	\$ _____	25.01kva and above	\$200 + \$2 x _____ kva = <input type="checkbox"/> \$ _____	<b>Total Fees Due:</b>	<b>\$ _____</b>	Plumbing Permit:				Water Heater Permit	\$60.00 <input type="checkbox"/> \$ _____	<p>*Inspections that may be required by the AHJ of the solar system:</p> <p><b>Building</b> – To verify that the solar support system is properly installed. <b>Electrical</b> - 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 &amp; the system has been connected properly. <b>Plumbing</b> – 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.</p>
Building Permit	\$ _____	Electrical Permit:																											
(Based on valuation above)		5kva or less	\$100.00 <input type="checkbox"/> \$ _____																										
Electrical Permit	\$ _____	5.01 to 15 kva	\$100.00 <input type="checkbox"/> \$ _____																										
Plumbing Permit	\$ _____	15.01 to 25kva	\$200.00 <input type="checkbox"/> \$ _____																										
12% state surcharge	\$ _____	25.01kva and above	\$200 + \$2 x _____ kva = <input type="checkbox"/> \$ _____																										
<b>Total Fees Due:</b>	<b>\$ _____</b>	Plumbing Permit:																											
		Water Heater Permit	\$60.00 <input type="checkbox"/> \$ _____																										