



City of Tigard

COMMUNITY DEVELOPMENT DEPARTMENT

Solar Photovoltaic (PV) System Permitting Checklist

The pre-submittal checklist below contains the minimum information and project plan details required to be submitted to the City of Tigard when applying for a permit to install a prescriptive residential solar photovoltaic (PV) system. The intent of using the checklist is to provide transparent and well-defined information to minimize the number of required revisions, improve permit application quality, and accelerate the application and review process.

Codes and Design Criteria:

The City of Tigard has adopted the following codes: For prescriptive roof top solar installations see the Oregon Structural Specialty Code (OSSC) Chapter 31 - 3111.3.5.3
Oregon Electrical Specialty Code

The following local design criteria should be used:

Wind 97mph

Commercial Buildings – Ultimate wind design speed is based on the use and importance (risk category) of the structure.

Design Snow load - <http://snowload.seao.org/lookup.html>

Ground snow load 10 psf

Required Permits:

A permit must be obtained prior to the start of any work. Complete the following permit application form(s) and submit any additional required documents.

Residential Solar PV System:

- [Electrical Permit](#)
- [Building Permit](#)

Additional Required Documents:

- Site Plan
 - Site plan should show the location of major components on the property. The site plan drawing need not be exactly to scale, but it should represent relative location of components at site (see supplied example site plan).
 - PV arrays and energy storage systems in compliance with [IFC fire setback requirements](#) need no separate fire service review.
- Electrical Diagram
 - Electrical diagram/worksheets should show PV and energy storage system configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, and AC connection to the building.
- Specification sheets and installation manuals (if available)
 - Provide spec sheets and manuals for all manufactured components including, but no limited to, PV modules, inverter(s), combiner box, disconnects, and mounting system



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Permit Fees:

Prescriptive Residential has a flat fee of \$201.60 which includes the building permit and state surcharge. The electrical Renewable Energy permit is a separate fee based on the system size. (see page 2 of the electrical permit application. OSSC projects are based on project valuation.

Complete fee information can be found at [Fees and Charges Schedule FY24](#).

Submit Permit Application:

Provide two sets of plans along with structural building permit and electrical permit applications in person or by physical mail.

Permit Center
13125 SW Hall Blvd.
Tigard, OR 97223

Review Process Timeline:

The City of Tigard is committed to providing a timely review of solar PV permit applications. Best efforts are made to review completed residential solar permit applications within 3 business days and commercial/non-residential solar permit applications within 14 business days. These turnaround times are typical, not guaranteed. The City of Tigard has a staff of dedicated individuals, but workloads, vacations, and sick leave can cause unforeseen delays that may impact turnaround time.

Certain circumstances can prolong the permit turnaround time including:

- Applicant does not submit all required information.
- Contractor applying for permit is not a licensed contractor.
- Equipment is not listed.

Permit Status:

To check your permit status please visit the [City of Tigard Citizen Permit Access](#).

Permit Expiration:

All permits expire six (6) months after date of issue if there has been no activity. Any inspection activity extends the permit for another six months.

Scheduling an Inspection and the Inspection Process:

To schedule an inspection please visit the [City of Tigard Online Inspection Portal](#). Typically, inspections are completed within one business day. hours/days. Monday – Friday 7am – 3pm.

A residential solar PV system requires two inspections:

- Electrical Final (199)



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- Final Inspection (299)
- <http://inspections.tigard-or.gov/WebOnlineInspections>

Solar PV system inspection requirements.

Electrical Final

Building Final

Contact Information:

If you have any questions, please contact us at:

- Permit Technician Email: tigardbuildingpermits@tigard-or.gov
- Building Department Phone Number: 503-718-2439

Address:

City of Tigard Permit Center

13125 SW Hall Blvd

Tigard, OR 97223

Hours of Operation:

Monday-Thursday, 8AM-6PM. Closed holidays.