



Building Safety Division  
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 710 NW Wall Street, Bend OR 97703

Download this form before completing fillable fields, then upload with your application through the Online Permit Center at [www.bendoregon.gov/permitcenter](http://www.bendoregon.gov/permitcenter).

## SOLAR SYSTEMS PRESCRIPTIVE INSTALLATION CHECKLIST

Address: \_\_\_\_\_

Use this checklist to demonstrate compliance with the prescriptive photovoltaic (PV) requirements of Sections 3111.3.5.3 and 3111.3.4.8 of the Oregon Structural Specialty Code (OSSC).

**\*\*\* Failure to comply with any of the following requiring more than 2 inspections (OAR 918-309-0410) will result in job delays and reinspection fees. \*\*\***

- All requirements of checklist beginning on page 2 must be met to utilize the prescriptive pathway
- Submittal documents shall be available at time of inspection: site plan, racking attachment detail
- The [Electrical Permit Sticker](#) must be posted at/on/in the panel or equipment (the address card is **not** a substitute) filled out and signed by supervising electrician per OAR 918-309-0000 (1) & (4).

### Portal Instructions:

	Application Type	Permit Type	Work Items
Prescriptive	Electrical	Electrical	Prescriptive Photovoltaic Systems
Non-prescriptive (do not submit this form)	Electrical	Electrical	Renewable Energy

## SUBMITTAL DOCUMENTS

**SITE PLAN (Showing Pathways & Clearances)**

Provide a simple drawing indicating the location of the PV system in relation to the buildings, structures, property lines, and, as applicable, flood hazard areas. Plan must be on 8.5" x 11" or larger paper.

- The drawing must be shown in sufficient detail to assess whether the *pathway* requirements of Section 3111.3.4.8 or one of the exceptions have been met.

**RACKING ATTACHMENT DETAIL (ROOF FRAMING)**

Must be shown in sufficient detail to assess whether the requirements of Section 3111.3.5.3 have been met. Must be on 8.5" x 11" or larger paper.

**SOLAR SYSTEMS PRESCRIPTIVE INSTALLATION CHECKLIST (THIS FORM)**

## PV MODULE

Manufacturer: \_\_\_\_\_

Model Number: \_\_\_\_\_

Listing Agency: \_\_\_\_\_

## ROOF STRUCTURE REQUIREMENTS

All boxes in this section must be checked YES for prescriptive pathway

- Structure is classified Risk Category I or II in accordance with OSSC 1604.5: ...  Yes  No
- Structure is of *conventional light-frame construction*: .....  Yes  No  
(Note: Manufactured Dwellings do not qualify as “conventional light frame” construction)
- Supporting roof framing is one of the following: .....  Yes  No
  - Pre-engineered trusses spaced  $\leq 24$  inches o.c.; **or**
  - Rafters spaced  $\leq 24$  inches o.c. and spans comply with OSSC 2308.7.2 **or** ORSC R802.5, respectively
- Ground snow load does not exceed maximum load: .....  Yes  No
  - $\leq 50$  psf for structures under the ORSC, **or**
  - $\leq 70$  psf for structures under the OSSC
- The basic design wind speed does not exceed one of the following: .....  Yes  No
  - $\leq 120$  mph in Wind Exposure Category C for structures under the OSSC; **or**
  - $\leq 135$  mph in Wind Exposure Category B for structures under the OSSC; **or**
  - $\leq 135$  mph in Wind Exposure Category C for structures under the ORSC
- Roofing materials are metal, single-layer wood shingle or shake, or not more than two layers of composition shingle: .....  Yes  No
- Module height is less than 18 inches from the top of the module to the roof surface and complies with Figures 3111.3.5.3(1) and 3111.3.5.3(2): .....  Yes  No

## LOADING REQUIREMENTS

Select either attachment 1 or 2; associated items should be checked YES for prescriptive pathway

**ATTACHMENT 1:** PV modules or racking is attached directly to the **roof framing or blocking**:

- Combined weight of PV modules and racking is not more than 4.5 psf: .....  Yes  No
- Spacing of PV modules or racking complies with one of the following: .....  Yes  No
  - $\leq 48$  inches in any direction, **or**
  - $\leq 24$  inches in any direction where the following are true:
    - Ground snow load is more than 36 psf
    - Panels are located within 3 feet of a roof edge, hip, eave, or ridge
    - Basic design wind speed is greater than 120 mph in Wind Exposure Category B
    - Basic design wind speed is greater than 110 mph in Wind Exposure Category C

**OR**

**ATTACHMENT 2:** PV modules or racking is attached directly to **standing seam metal panels:**

- Combined weight of PV modules and racking is not more than 4.5 psf: .....  Yes  No
- **Clamps** comply with the following requirements:
  - Provide the following, allowable uplift capacity: .....  Yes  No
    - Not less than 115 pounds and spaced at 60 inches o.c. or less; **or**
    - Not less than 75 pounds and spaced at 48 inches o.c. or less.
  - Spacing between metal panel seams is not more than 24 inches.....  Yes  No
  - Spacing along a metal panel seam is not more than 60 inches .....  Yes  No
- **Metal roofing panels** comply with the following requirements:
  - Panel thickness is 26 gauge steel, minimum .....  Yes  No
  - Panel width is 18 inches or less .....  Yes  No
  - Attached with at least #10 screws at 24 inches o.c. ....  Yes  No
  - Installed over minimum ½ -inch nominal wood structural panels attached to framing with 8d nails at 6 inches o.c. at panel edges and 12 inches o.c. field nailing ....  Yes  No

**ACKNOWLEDGEMENT**

I or my agent have visually inspected and performed sufficient research regarding the project location, type of construction, roof framing, and roofing materials at the proposed jobsite and certify that information provided above is accurate.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_



**Accommodation Information for People with Disabilities**

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact the Building Safety Division at [building@bendoregon.gov](mailto:building@bendoregon.gov), 541-388-5580 extension 2; Relay Users Dial 7-1-1.