

OVER-THE-COUNTER ELECTRICAL PERMIT CHECKLIST FOR Residential Solar Photovoltaic Systems

Contractors can apply for an Over-The-Counter (OTC) permit where the PV system meets the requirements listed in this Checklist and use a template electrical diagram provided by the City or other approved diagram. All project plans and supporting documentation must be provided on site for the inspector.

-----TO BE COMPLETED BY APPLICANT-----

1 Project Information

Property Owner Name:			
Project Address:		Parcel #	
City:	State:	ZIP:	
Day Phone:			
Contractor Name:			
Contractor License #:			
Contractor Day Phone:			
PV System Description (include manufacturer and model # of PV modules and inverters)			

2 Determine if your project qualifies for an Over-the-Counter electrical permit

	Yes	No	N/A
1. PV modules, inverters, and combiner boxes are identified for use in PV systems.	<input type="checkbox"/>	<input type="checkbox"/>	
2. The inverters are listed and labeled in accordance with UL 1741 and are listed for utility interaction. [IRC M2302.4]	<input type="checkbox"/>	<input type="checkbox"/>	
3. The AC interconnection point is on the load side of service disconnect. [NEC 690.64(B)]	<input type="checkbox"/>	<input type="checkbox"/>	
4. The system meets all current NEC, City and Washington Cities Electrical Code requirements.	<input type="checkbox"/>	<input type="checkbox"/>	
5. For Split-Buss modules the AC interconnection must be one of the six service disconnects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Maximum load added to the panelboard is based on the rating of the panelboards bus/main OCPD combination in accordance with NEC 705.12(D)(2)(3)(b), and is limited to (check combination that applies): <input type="checkbox"/> 225 amp bus/200 amp main OCPD - 13,440 AC watts, maximum 70 amp inverter OCPD. <input type="checkbox"/> 225 amp bus/225 amp main OCPD - 8,640 AC watts, maximum 45 amp inverter OCPD. <input type="checkbox"/> 200 amp bus/200 amp main OCPD - 7,680 AC watts, maximum 40 amp inverter OCPD. <input type="checkbox"/> 150 amp bus/150 amp main OCPD - 5,760 AC watts, maximum 30 amp inverter OCPD. <input type="checkbox"/> 125 amp bus/125 amp main OCPD - 4,800 AC watts, maximum 25 amp inverter OCPD. <input type="checkbox"/> 125 amp bus/100 amp main OCPD - 9,600 AC watts, maximum 50 amp inverter OCPD. <input type="checkbox"/> 100 amp bus/100 amp main OCPD - 3,840 AC watts, maximum 20 amp inverter OCPD.			

Other- Electrical Permit with Plan Review Required

Note 1: Listed un-altered factory main/bus combination. Alteration of the panelboard main OCPD will require plan review.

Note 2: The circuit conductors and overcurrent devices shall be sized to carry not less than 125 percent of the maximum currents as calculated in 690.8(A). The rating or setting of overcurrent devices shall be permitted in accordance with 240.4(B) and (C).NEC 690.8(B)(1)

Note 3: If a panelboard employs a snap switch rated 30 amperes or less in any branch circuit, it cannot be rated more than 200 amperes unless there is a supply side overcurrent protection at 200 amperes or less within the panelboard. This requirement does not apply to panelboards equipped with circuit breakers. Section 408.36(A) of the NEC.

7. I have attached the following Electrical One-Line Diagram:

- Standard Electrical Diagram- 6 Strings or Less
- Standard Electrical Diagram- 4 Strings or Less
- Standard Electrical Diagram- Micro Inverter
- None of the above- Electrical Permit with Plan Review Required**

Comments:



If you answered yes to all of the above questions, your project qualifies for over the Over-the-Counter electrical permit.

3 Submit this Checklist, the Electrical Permit Application, One-line Diagram, and Site Plan.



As the property owner or authorized representative of the above listed property, I attest that all information in this checklist is accurate to the best of my knowledge

Applicant Signature:	Date:
Applicant Name (Please Print):	

-----TO BE COMPLETED BY CITY STAFF-----

Qualifies for Electrical OTC? <input type="checkbox"/> Yes <input type="checkbox"/> No	Permit Application #:
Staff Initials _____ Date:	