

Application Checklist – Solar Panel Installation



Please read and follow thoroughly.

Submit all below listed items as **individual PDF files** to PermitSubmittal@FranklinCountyWA.gov.

The permit process will move forward faster if all items are fully complete before submittal.

Do **NOT** send files via a cloud-based service. The application will be rejected. *Multiple emails can be sent for one application.*

All items listed below are required upon submittal.

Check the box (☐) once an item has been completed.

Required Building Information

- Completed Solar Panel Permit Application Form
- Completed Contractor Information Sheet
 - Please include business addresses, phone number, email, and UBI number for each contractor
 - All contractors and sub-contractors must have/obtain a valid Franklin County Business License
- Construction or Engineered Drawings
- PV Watts Calculations
- 2018 Washington State Energy Compliance (WSEC) Form
 - Required only for new home builds with solar credits used.
 - **Energy Credit Selection table must be on construction plans** (per Tables R406.2 & R406.3)
 - Page 1 must be fully complete and signed by the applicant.
 - Full document shall be submitted with the application as a separate PDF file.
- Copy of owner signed contract (with valuation)

Office Review

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Site Plan Information (Required only if installing ground panels)

- Compass directional arrow, indicating North
- Street Name(s)
- Property Lines, show the length in feet
- Show all structures on the parcel
 - Include any lean-tos, covered patios, decks, etc.
- Place an "X" on all structures, except the structure being permitted

Office Review

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Location of:

- Solar panel(s)
- Septic tank
- Septic travel line
- Primary drain field
- Reserve drain field
- Well, private or shared (if not connecting to municipal water system)
- Municipal water meter (if not connecting to a well)
- Water supply line from the well/water meter to existing structures
- Driveway and/or private access road
- Recorded easements and/or rights-of-way
- Existing canals and/or buried pipe drains
- Attached garage/Accessory unit (required only if in an UGA or Rural Shoreline area)

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Application Checklist – Solar Panel Installation



Distances from the:

- Proposed solar panel location to all existing structures
- Proposed solar panel location to nearest property lines

Office Review

Known geo-hazards, including:

- Slopes of 15% or greater (please show elevations in ten (10) foot intervals)
- Floodplains / Flood Zones
- Wetlands (i.e. streams, lakes, irrigation ponds, etc.)
- Landslide / Erosion Areas

Setbacks:

- Shall be a minimum of:
 - Five (5) feet from the nearest structure.
 - Ten (10) feet from the nearest property line.

Required Miscellaneous Items

- On-Site Sewage Evaluation Report from the Benton-Franklin Health District (BFHD), required if the:
 - Proposed location is near the septic tank and/or drain field area; or,
 - Lot/Parcel is less than one (1) acre; or,
 - The proposed location of the solar panels install was not on the original septic permit.
- Notarized Letter
 - Only required if the Developer/Building owner is different than the Land/Property owner

Office Review

Private Access Roads or Lanes – Shall be constructed to current Franklin County Design Standards

- For more information, please visit: <https://www.franklincountywa.gov/DocumentCenter/View/1240/Design-Standards-PDF>, or Franklin County Public Works Department (located at 3416 N. Stearman Ave, Pasco, WA 99301).

DISCLAIMERS:

- ❖ Additional items may be required if requested by staff.
- ❖ The Franklin County Planning and Building Department has adopted an “all or nothing” policy regarding building permit applications. If an item is missing, your application will be denied.
- ❖ Once all material in the checklist has been submitted to our office, staff will conduct a “determination of completeness” of an application. Once the application has been deemed complete, the permit will start the official review process.

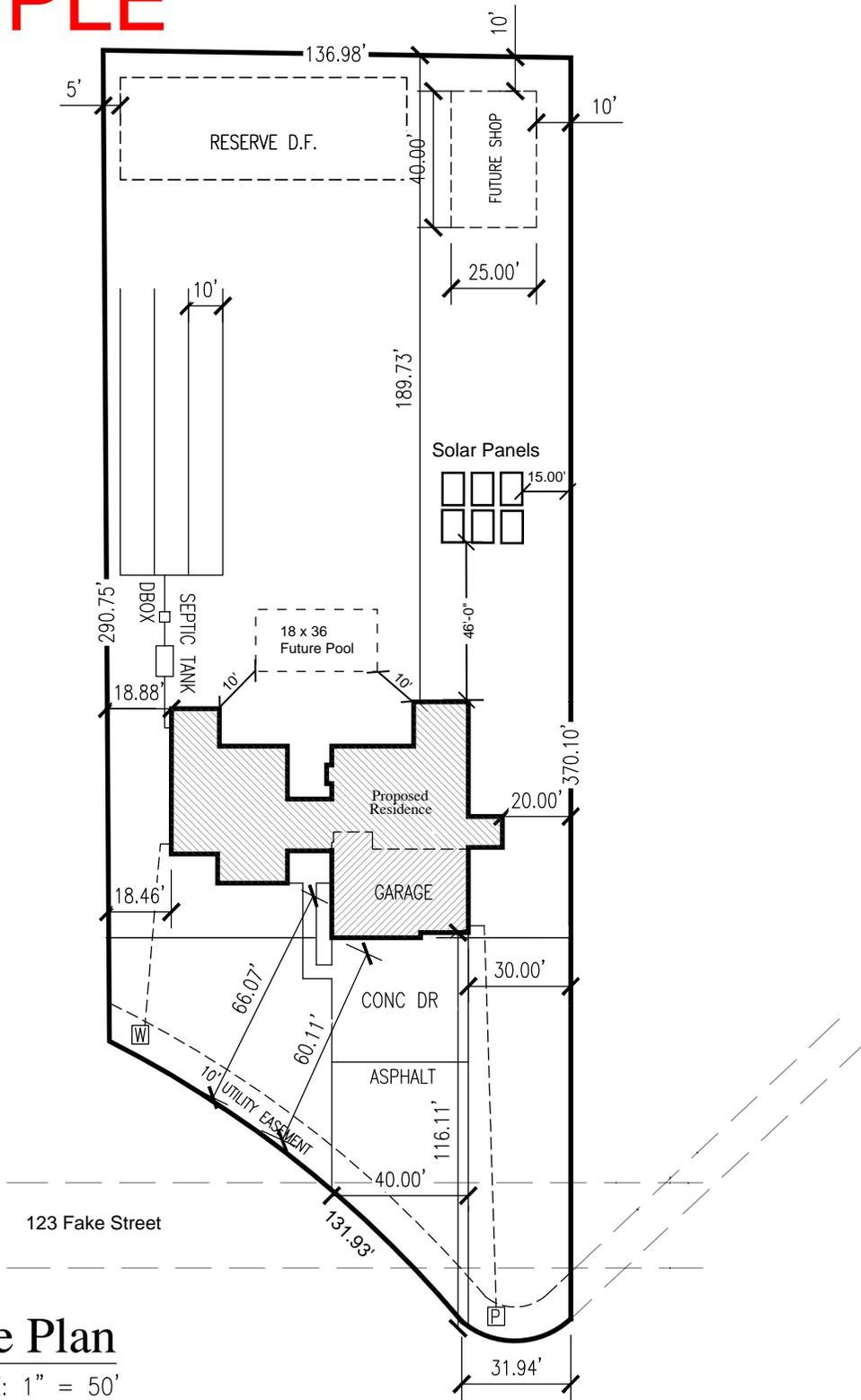
If you have any questions, please feel free to contact the Planning and Building Department at (509) 545-3521 or email:

PlanningInquiry@FranklinCountyWA.gov

or

PermitSubmittal@FranklinCountyWA.gov

EXAMPLE



Site Plan

SCALE: 1" = 50'

A4 - 8 1/2" X 11 PAPER

LEGAL DESCRIPTION:

EAGLE CREST PHASE _ LOT _
FRANKLIN COUNTY, WA

TAX PARCEL #: 000-000-000

EXAMPLE

TOTAL LIVABLE SF:	4526
GARAGE SF:	1076
COVERED AREA SF:	644

LEGEND:

- W=WATER
- I=IRRIGATION
- S=SEWER
- P=POWER



SOLAR PANEL PERMIT APPLICATION

Permit #: _____

**** All applicaton items in BOLD must be completed ****

Incomplete applications will be denied.

S T A M P

Submit completed application to: PermitSubmittal@FranklinCountyWA.gov

Site Address _____ **City** _____ **State** _____ **Zip Code** _____

Parcel Number _____ **Legal Description** _____

Building Owner _____ **Current Address** _____ **City, State** _____ **Zip Code** _____ **Phone #** _____

Property Owner _____ **Mailing Address** _____ **City, State** _____ **Zip Code** _____ **Phone #** _____

Contractor _____ **Business Address** _____ **City, State** _____ **Zip Code** _____ **Phone #** _____

Email Address _____ **UBI Number** _____ **WA Contractor License #** _____ **Expiration Date** _____

Franklin County Business License Number: _____ (Please visit <https://dor.wa.gov/> or contact staff for more information)

After review of your plans, the Building Department may have comments or requests for additional information that are required prior to issuance of your building permit. These comments can be emailed or mailed to you.

Please mark the preferred method of contact, provide the necessary information, and print clearly.

- E-Mail Address (Contractor): _____
- E-Mail Address (Owner): _____
- Current Mailing Address: _____

Valuation of Project

Solar panel system output calculations are required for all projects. *Solar Panel Roof Layout must be shown on plans.*

Solar Panel Location: Roof _____ *Ground _____ # of Panels: _____ Wattage: _____ KW/h

Ground level solar panel installation requires a site plan (please see separate site plan checklist)

Scope of Work/Additional Comments: _____

OFFICE NOTES: