

SOLAR PANEL SYSTEM INSTALLATIONS

The installation of residential solar panels, also known as solar photovoltaic arrays (PVAs), are controlled under Section 3111 of the Oregon Structural Specialty Code (OSSC). Components of the PVA system shall include the collector modules, racking, support structures, and attachment.

Below are items that should be included in your submittal:

- Provide completed permit application forms. Both building and electrical permit applications are required for solar panel system installations.
- Provide construction documents drawn to scale. Commercial projects are reviewed digitally and should be uploaded in ProjectDox (please visit our web page for more information, www.Hillsboro-Oregon.gov/ProjectDox). Residential projects are encouraged to use ProjectDox as well, but if paper is needed for your project, provide three complete sets of construction documents and two sets of required engineering calculations and/or manufacturer's documents.
- Construction documents should include a site/plot plan showing lot and building dimensions, array location and dimensions, location and dimensions of all fire access pathways and the array-to-total roof ratio for the project.
- Construction documents should include all supporting manufacturer's documentation for proprietary arrays and/or support systems.
- Construction documents must be sufficiently clear to demonstrate that the attachment of the racking or other support structure is able to resist the applicable snow, seismic and uplift forces as required by the structural code.
 - Our fillable applications can be found here: www.hillsboro-oregon.gov/index.aspx?page=142
 - Completed building and electrical permit applications can be sent to permits@hillsboro-oregon.gov
 - After your application is processed, we will send you a link to upload your digital plans.
 - Submittals are received and issued within the same day.
 - PV modules should be certified in accordance with UL 1703 and installed in accordance with the manufacturer's installation instructions.
 - One final inspection will be required for both the structural and electrical permits. It is the responsibility of the permit holder to ensure attic access will be available at the time of the inspection.
NOTE: Inspectors do not provide ladders.