



Solar Energy EDR Submittal Guidelines

Rev.20230213

A Solar Energy Permit submittal must contain the following components to be considered a complete submittal. Please review the [EDR Electronic File Standards](#) for document parameters and naming conventions.

Have Questions? Permit Team Hotline: 509-625-6999 or email: PermitTeam@SpokaneCity.org

Requirement	Details
PLANS	<p>Plan submittal shall include a minimum of:</p> <ul style="list-style-type: none"> • Site Plan <ul style="list-style-type: none"> o Property address o Property lines and street name(s) o Main driveway location o North arrow and scale of drawing o Locations of all buildings, existing service equipment, and the proposed solar panel layout o Building to property line dimensions • Solar Panel Layout <ul style="list-style-type: none"> o Photovoltaic (PV) system configuration o Dimensions of required pathways and setbacks from ridge • Manufacturer’s Installation Instructions and Specifications <ul style="list-style-type: none"> o Design criteria – Identify the design codes (IBC/IFC/IRC/NEC) and allowable wind and snow levels o UL listings of PV panels, modules, inverters, and energy storage systems (ESS) o Fire classifications o Attachment methods/mounting system o Dead load calculations for the combined weight of all modules, supports, mountings, raceways, etc. per square foot o Point load calculations o Calculations identifying the percent of PV panel roof coverage o Mounting height above the roof surface • Equipment Schedule with One-Line Diagram • Washington State Licensed Engineer’s Stamp as applicable • Floor Plan with location of ESS as applicable • Must follow EDR Electronic File Standards
SITE PLAN	<p>For the quickest review, Site Plans should be combined with the Plans (see submittal details above) as a single combined file. Must follow EDR Electronic File Standards.</p>
SUPPORTING DOCUMENTS	<p>Supporting documents may include the following:</p> <ul style="list-style-type: none"> • Engineering letter – as applicable • Manufacturer’s Installation Instructions and Specifications <ul style="list-style-type: none"> o These can be combined as single PDF and included with the Plans

APPLICATION SUBMITTAL	<ul style="list-style-type: none"> • Application information shall be submitted along with the required submittal documents via our online permit system – Accela Citizen Access. • A separate Residential Building Permit is required for any structural or other building modifications being performed on any single-family residences, duplexes, or associated accessory structures. • For commercial, industrial, and multi-family buildings, a separate Commercial Building Permit submittal is required in addition to the above submittal. Complete our Commercial Building Permit Application and send it along with PDFs of the required submittal documents to PermitTeam@SpokaneCity.org. • All documents must be in compliance with the EDR Electronic File Standards.
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Electronic Document Criteria Quick Checklist

Please utilize this quick checklist to ensure you have completed all [EDR Electronic File Standards](#).

1. ALL

- a) Files saved as PDF file type

2. PLANS

- a) Plan sheets consolidated into one PDF document
 b) Plan sheets oriented to landscape
 c) Space allocated on plan sheets for approval stamps
 d) Bookmarks added to plan pages
 e) Correct naming convention e.g. PLANS

3. SUPPORTING DOCUMENTS

- a) Supporting documents consolidated into one PDF document or separate named PDF documents
 b) Correct naming convention e.g. SUPPORTING DOC or DOC NAME

ACA Application Project Type Selection

Select the following application options in ACA

Permit Type: Electrical Solar Energy