



The New Solar Permit Application Process

Customer Demo

10/5/2022



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Agenda

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Overview

There is a city-wide effort to prioritize work that makes a **positive impact on climate change**.

The Bureau of Development Services is focusing in **improving the solar permit process** in collaboration with our solar permit customers.

Numerous process updates have been put in place over the last year.

Today's presentation focuses on updated improvements to the **application submission process**.



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 Overview

The changes shared today are in response to feedback we received from our customers who have requested a **simplified, more automated application process.**

We will **continue to partner with our solar customers** with a focus on continuous improvement.



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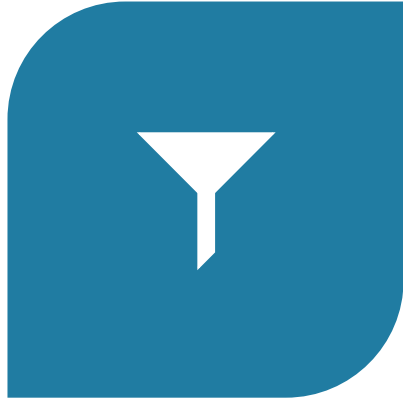


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 DevHub Solar Improvements



ENHANCED
LAYOUT



Q&A
APPROACH



EFFICIENCY



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DevHub Solar Improvements



ENHANCED
LAYOUT

- Modern application interface and navigation
- Mobile-responsive format
- Built-in application completion process support
- Links to website information relevant to the application available throughout and placed with areas typically needing support



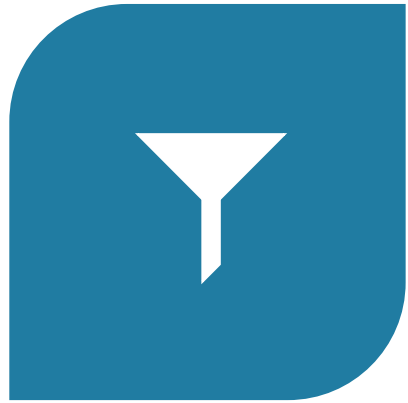
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DevHub Solar Improvements



Q&A APPROACH

- Checklist questions in a wizard-style format that only asks for information based on the specifics of the project
- Answers to questions will inform the applicant whether their project qualifies for prescriptive, in real time
- Application support built into the Q&A format



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DevHub Solar Improvements



EFFICIENCY

- Reduces the need to upload documents
 - Only requires documentation that is relevant to the specific project
 - An application summary is emailed to the applicant after submission
- No prescriptive checklist for Engineered Pathway
- Ability to submit an application when an address isn't available



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Demonstration Purpose

This demo is for you!

Please ask questions throughout by using the chat feature.

We will focus on:

- Sharing how the application interface and process have changed
- Answering questions you have about the updated application submission process



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Demo



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Updated Application Requirements

Newly Required at Submittal

- Email and phone number for
 - Property owner
 - Designer/Technical Lead
- [Electrical Renewable Energy Permit Application](#)

Note: This form has **already been required** for complete solar applications. Now it is a required upload **at the point of submittal**.

No Longer Required

- Checklist and Submittal Requirements for Solar Installations form
- Building Permit Application
- Building Elevation Drawing
- Roof cross-section and roof framing plan for projects with pre-engineered trusses



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 Application Support

Portland.gov Website

- The [Solar Permits webpage](#) will be updated with new content starting late on October 12th
- Webpage updates will include:
 - Link to schedule 15-minute appointments
 - New optional Solar Worksheet for use at project sites

15-Minute Appointments

- City Planner – zoning and tree code
- Building Code and Engineering Reviewer – structural requirements, building code, **and Life Safety questions**
- Fire Safety Expert – safety pathways

Questions about your request?

Please call us at 503-823-7310 and your request will be routed to the Solar support team.



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 Next Steps

We will email all attendees and our solar customer email list:

- A copy of this presentation
- A link to the recorded demo which will also be made available on the website

We want to hear from you!

- Solar applicant surveys will be emailed out for a month
- Feedback will inform next steps



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Development Hub PDX

Thank you!



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