



**Bureau of
Development
Services** FROM CONCEPT
TO CONSTRUCTION

SOLAR APPLICATION GUIDE

This guide outlines how to complete a solar permit request in Development Hub PDX (DevHub).

This guide is optional and not required for you to apply.

Please refer to the Oregon Structural Specialty Code section 3111 Solar Energy Systems for comprehensive details and requirements.

Login to Use Development Hub PDX

Use an internet browser to navigate to **Development Hub PDX** (DevHub): devhub.portlandoregon.gov.

User credentials associated with a Development Hub PDX (DevHub) user account is required to access online permitting services in DevHub.

1. Select **Login/Register** from the navigation menu.
 - **Existing DevHub user:** Enter your PortlandOregon.gov user credentials on the Sign-in page.
 - **New DevHub user:** Select the **Create a New Account** button on the Sign-in page to setup your DevHub account. When finished, login using your new user credentials.
2. After successful login, select **Account Information** from the navigation menu to review and save correct contact information and active licenses, (such as CCB or BCD). When done, use the **home** navigation menu option to return to your **DevHub home page**.

Begin Your Permit Request

1. From bottom of the page, click the **Apply for a New Permit** button.
2. Select "Solar Permit Request" as the **type of permit**.
3. Review the **Prepare the Submittal** information page to ensure you have all required documentation for a successful submission.
4. Select the **Continue to Application** button at the bottom of the Prepare the Submittal page.
5. Select the **Permit Process Path** for your project.

Unsure which path to select? Start with the Prescriptive Path. The Prescriptive Path Eligibility will automatically indicate if your project requires the Engineered System Path instead.

Application options

The **Process Path Selection** page introduces several button options you can use throughout the submission process (detailed below).

The screenshot shows the 'SOLAR PERMIT APPLICATION' interface for 'PROCESS PATH SELECTION'. At the top left is a 'Save my Work' button (1). At the top right are 'Cancel this Application' (2) and 'Exit' (3) buttons. Below these is an information box (3) with an 'i' icon and text: 'Select a Permit Process Path. Click on the following link to learn more about the two solar permit process paths: [Prescriptive vs. Engineered System](#). Select "Prescriptive" to find out if the project qualifies for the Prescriptive Pathway.' Below this is a radio button selection for 'Permit Process Path (required)', with 'Prescriptive' unselected and 'Engineered System' selected. At the bottom left is a 'Previous' button (4) and at the bottom right is a 'Next' button (5).

1. **Save My Work:** Saves your completed work to access later from your DevHub Home page (under the **My Permits** section).
2. **Cancel this Application:** Discards all progress and returns to your DevHub Home page.
3. **Exit:** Exit the submission, discards unsaved completed work, and returns to your DevHub Home page.
4. **Previous:** Return to the previous page.
5. **Next:** Proceed to the next page.

Make sure to use the Save My Work button before exiting. To logout of DevHub, you must select Logout from your DevHub home page.

Prescriptive Path Eligibility

Only required for the Prescriptive Path

Please use the [Solar Worksheet](#) for guidance on Prescriptive Path Eligibility questions and requirements.

Solar Permit Application

Required for all solar permit applicants

The **Solar Permit Application** questions ask where the permit work will take place, who is involved, and other pertinent details to support you in completing minimal submittal requirements. All questions noted as **(required) must be completed** to submit your request.

Depending on the information you provide, follow up questions may automatically appear in the application. In this way, you only see the questions needed for your permit project.

Job Site Information

Provide a **property address** where the permit work will be performed either by entering the **street address** or doing a **Search by Property ID**.

You can find addresses and property IDs on [PortlandMaps](#). If you are still unable to find the property address:

1. Begin typing "Not Listed" as the address.
2. Once "Not Listed" appears in the dropdown, select it for the response.
3. Include **Additional Job Site Information** to identify the job site.

Applicant Information

Indicate if you are **the applicant** by selecting either "Yes" or "No".

Contact Information

Provide **contact information** (Name, Phone and Email) for both the **property owner and the technical lead** in charge of the project.

Please do not provide call center or generic business phone numbers for the technical lead. Providing a project-specific email and phone number could speed up the approval process if additional information is needed.

Contractor Information

Indicate **who is doing the work** for the permit project by clicking the dropdown menu to select “A contractor” or “The property owner”.

Work Information

Select “Residential” or “Commercial” for **Category of Construction**. Next, enter a **Description of the Work** into the associated text box.

System Information

Select “PV Modules” or “Solar Water Heating Collectors” for **System Type**.

Fire Fighter Access and Escape

Based on your response to the initial “Yes” or “No” question for this section, **additional questions may appear** to ensure requirements are met.

For example, since firefighter pathways are not required, **responding “No”** to the question will add follow up questions to this section while **responding “Yes”** will allow you to proceed.

PV MODULE REQUIREMENTS >

FIRE FIGHTER ACCESS AND ESCAPE >

DOCUMENTS AND PLANS >

ACKNOWLEDGEMENTS & SUBMIT >

FIRE FIGHTER ACCESS AND ESCAPE

i Access and escape pathways are not required when the array is located on a non-occupied accessory structure that is separated from occupied structures by a 6-foot minimum separation distance or by a minimum two-hour fire rated assembly.

Is the array located on a non-occupied accessory structure that is separated from occupied structures by a 6-foot minimum separation distance or by a minimum two-hour fire rated assembly? **(required)**

Yes

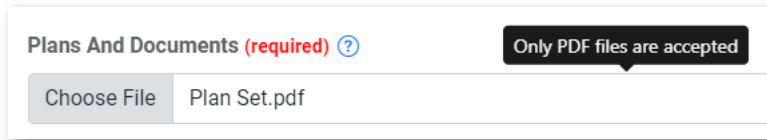
No

Please refer to page 2 of the [Solar Worksheet](#) for guidance on completing the Fire Fighter Access and Escape questions.

Documents and Plans

Upload a PDF of your plan set (file size cannot exceed 100MB) and any other required documents for your permit project.

1. Click the **Choose File** button.
2. Once you select the **PDF file** from your device, the **PDF file title** will display in the upload field.



For more details and plan set examples, please visit the [Portland.gov webpage Required solar permit application documents and plans](#).

Engineered System Pathway Requirements

Engineered System Pathway projects are also required to upload **calculations** to the Solar permit application

Acknowledgements & Submit

For each statement, review and select the checkbox to indicate your **acknowledgement, acceptance, and certification**. To submit for review, click the **Submit** button.

You will automatically receive an **email confirmation of your submission** and may **track the status of your permit request** from the **My Permits** section of your DevHub home page.

For additional DevHub support, please call the DevHub help line (M-F 8am-4pm) at 503-823-1304.