



Residential Solar PV Submittal requirements

**Submittal Requirements
SR-RSOLAR**
Effective: August 5, 2020
By: Chief Building Official
For Public Use

City of Concord • Community and Economic Development • 1950 Parkside Drive, MS/51 • Concord, CA 94519 • (925) 671-3107 • Fax (925) 680-4877

The following information and documentation must be provided in order for your application to be deemed complete and before it can be processed. **Staff will not review incomplete applications.**

Building Permit Forms

- [Contractor's Declaration](#)
(Required for licensed contractors)
- [Owner-Builder Acknowledgement and Information Verification Form](#)
(Required when Building Owner or Agent for the Owner is applying for a permit)
- [Solar PV Notification Form](#)
(Required to notify the Contra Costa County Fire Protection District)

Fees

- All Fees** due at time of permit issuance
 - If you'd like to estimate the fees ahead of time visit the [Building Division fee page](#)

Required Design Documents (all in PDF format)

- Drawings**
 - Project name and address on each sheet
 - Signature of designer on each sheet
 - The following plans (standard plans PV-1 through PV-4 may be used)
 - Cover Sheet
 - Roof Plan showing location and layout of the PV array
 - Single Line Electrical Diagram
 - Signage and Labeling with marking content and location shown on the plans per NEC 690 and UL 969
- Manufacturer Data Sheets** with technical specifications, listing information, and installation requirements for all equipment to be installed including PV modules, mounting systems, combiner boxes, inverters, and disconnects
- Mounting bracket** type and details showing the method of attachment for the PV modules. Plans shall show details of attachment including size, spacing, and location of fasteners, existing roof structure, roofing material and number of layers.
- Calculations** showing the system weight is less than (5) pounds per square foot (standardized worksheet WKS-1 may be used)
- Structural Calculations** by a licensed engineer if the total weight of the PV system is over five (5) pounds per square foot



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- **Electrical calculations** (standardized worksheet WKS-2 may be used) to show that the PV system voltage does not exceed the maximum rated DC inverter input voltage or connected equipment per 690.7, use temperature coefficient if provided by manufacturer
- **Equipment Schedule** showing the type of equipment, testing agency approvals, manufacturer, module number, number of modules, wattage of modules, conductor sizes, wire lengths, insulation types, conduit sizes, fuses, circuit breaker ratings, inverter ratings, AC & DC disconnect ratings, ground fault protection devices, and grounding
- **Calculations** used to determine wire sizes, fuse/breakers; which include temperature derating factors per NEC Table 690.31(C)
- **Plans** showing location of all PV panels, disconnects, equipment, wiring conduit, and signage locations. Wiring runs on interior and exterior of building clearly identified. PV system disconnecting means grouped together per NEC 690.14(C) (5)

Other City Approvals Required

- [Business License](#) required for all contractors doing work within the city