



PLAN SUBMITTAL CHECKLIST FOR RESIDENTIAL ROOFTOP SOLAR PV SYSTEMS

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.**

SUBMITAL PACKAGE:

Plans may be submitted in a minimum size of 8.5" X 11" with engineers' stamp, but must be legible or in electronic PDF format. Digital signatures on engineered plans are acceptable. Approved plans will be issued back in the same manner they were received, but plans in electronic format will need to be printed for use in the field.

Permit applications will be checked for completeness per this checklist. If the submittal package is incomplete, it will not be accepted and the applicant will be notified. If incomplete plans were submitted as a hard copy or they must be picked up within two weeks, or they will be discarded.

Permit and plan review fees are required to be paid in full before issuance of the permit.

Project Title:		
Project Address:		
Staff Person Reviewing Submittal:		Date:
Contractor:	Phone:	Email:
Owner:	Phone:	Email:

A complete Solar PV Permit Application packet includes:

- Permit Application** fully executed and signed by contractor or property owner, including proof of a valid State Contractor's License and City Business License (if applicable).
- Project Plans** (standard plans PV-1 through PV-4 may be used), three complete sets with project name and address on each sheet (or one set of plans in electronic format), which include the following:
 - PV-1: Cover Sheet**
 - PV-2: Roof Plan showing location and layout of the PV array**
 - PV-3: Single Line Electrical Diagram**
 - PV-4: 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 (must be submitted or referenced on plans if included in Master File).
- Payment of Permit Fees**

Dept Review	
Yes	No
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STRUCTURAL REVIEW:

- Structural Information Worksheet (WKS-1)** - Complete and submit with permit application and plans.
- Submit 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.
- Structural Calculations if the total weight of the PV system is over five (5) pounds per square foot.

ELECTRICAL REVIEW:

- Specify if interactive , hybrid , or stand-alone system.
- Electrical Information Worksheet (WKS-2)** 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).

MASTER FILE (if applicable) Yes No

- Master documents on file with the Building Department are referenced on the plans and are current and up-to-date.

The following items must be provided to or on file with the Building Division prior to the issuance of a permit for solar PV.

- State of California Contractor's License
- Proof of Worker's Compensation Insurance
- Owner/Builder Verification Form (if applicable)
- City Business License

Dept Review	
Yes	No
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