SOLAR PHOTOVOLTAIC PERMIT APPLICATION GUIDELINES

Submit 2 sets of plans for residential, 3 sets for commercial.

Plan size - Plans shall be minimum 18” x 24” to maximum 24” x 36” (see expedited process for exception). Drawings shall be signed by the architect or engineer(s), or by the contractor (electrical C-10 or solar C-46) or by the owner who designed and will install the system. Include the following:

Project description – Provide a detailed description of the proposed work. Specify if the system is to be roof mounted, flush or tilt rack, or Ground mounted. And indicate if the system has batteries or no batteries.

Title block – Job address; owner’s name, address and phone number; engineer or contractor name, address, phone number and license number.

Site plan to scale – Show property lines and dimensions, street or right of way, buildings, septic tank and drain field (only necessary for ground-mounted installations), and driveways. Show solar array layout, conduit runs, and location of all new and existing equipment associated with the installation (coordinate with single line drawing). Show distances to property lines and buildings. Note: For residential roof mounted systems, site plans do not need to be to scale.

Elevations – For rooftop installations, include 2 exterior building elevation views showing solar array(s).

For ground mounted installations, include 2 elevations with height measured from grade.

Single line drawing – Include all system components, (solar panels, disconnects, inverters, sub panels, main service, batteries, etc.) Show conductor sizes, quantities and insulation type, conduit sizes and type, and equipment ratings. Show rating of main service and any sub panels involved. Show point of connection method that complies with the 2013 California Electrical Code Section 705.12. Show equipment grounding. Also show minimum #8 grounding electrode conductor for D/C grounding from inverter (or other grounding point) to existing main service grounding electrode system. Provide calculations to support selection of conductors, and for voltage drop calculations for runs over 100 feet.

Structural calculations – For rooftop installations, provide connection and embedment details, and total weight of assembly (including any mounting racks) in terms of pound per square foot. If new installation load exceeds 3.5 pounds per square foot or if there is more than 1 layer of roofing, provide drawings and calculations for gravity and lateral capacity of existing roof structure.

Specification sheets – Provide manufacturers informational sheets showing specifications and listings for solar modules, inverters, combiner boxes, transfer switches, racking, and any other specialty equipment. Specification sheets may be 8 1/2” x 11”.

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