



Planning Department  
Building and Safety Division

## Applicant Check List for Solar Panel Installations

### Requirements for Permit Submittal:

***Before approval and issuance of permit (s) for Solar Panel/Photovoltaic systems, applicant shall submit two (2) sets of plans (minimum size 11" x 17"), which are drawn to scale (or at the very minimum fully dimensioned), readable, legible, and include the following information:***

**Cover Sheet** must include the following:

- (a) Project address;
- (b) Owner's name, address, phone number;
- (c) Name, address and phone number of the person preparing the plans;
- (d) Scope of work statement;
- (e) Sheet index indicating each sheet title and number;
- (f) Legend for symbols, abbreviations and notations used in the drawings.

1. Property Address \_\_\_\_\_
2. What is the system KW rating? \_\_\_\_\_
3. Is this an inter-tie or stand alone system? (Circle one)
4. Is this an uninterrupted power supply (UPS) system? (i.e., battery back-up)    yes\_\_\_\_\_ no\_\_\_\_\_
5. If yes, give the number, size and location of the batteries. \_\_\_\_\_
6. If panels are rooftop mounted, what is the existing roofing material? \_\_\_\_\_
7. If rooftop mounted, how many layers and what types of existing roofing do you have under the panels? \_\_\_\_\_
8. Provide roof plan **and** a framing cross-section showing roof slope, size, spacing, span and direction of existing rafters, ceiling joists and all framing support members. Include locations of supporting bearing walls.

**Note:** If rafters are over-spanned, provide **either** stamped and wet-signed engineered plans **and** structural calculations showing that existing framing can support additional loads **or**

Provide framing plan showing compliance with conventional framing methods per the 2010 California Residential Code, Tables R802.5.1.(1),or (2). Allow 5 working days for review of plans with structural calculations. A building permit is only required for any new framing work that needs to be done to support the solar panel installation, (i.e. struts and purlins; adding framing members in between existing to reduce spacing, etc)

**Applicant Check List for Solar Panel Installations (continued)**

9. Indicate style, diameter, length of embedment of bolts (i.e., 5/16" lags with minimum 3" embedment into framing) \_\_\_\_\_  
\_\_\_\_\_
10. Indicate number of bolts per panel (or alternately, sq. ft. of panel per bolt)  
\_\_\_\_\_
11. Provide a SIMPLE plot plan showing property line locations, approximate location of all structures, the location(s) of the panel installations, and the main service location.
12. Specify the locations of all equipment and disconnects (i.e., located on exterior face of west wall of house and clarify any interior locations of equipment)
13. Provide a single line drawing of the electrical installation which includes the following information: PV panel layout, PV power source short circuit current rating, conductor size, type, locations and lengths of runs, wiring methods, grounding points, inverter location, disconnect locations, battery locations (if applicable), point of connection to the existing electrical system. Include the existing service size and number of meters.
14. Provide manufacturer's specification sheets on all components including but not limited to inverters and panels, which include the make, model, listing, size, weight, etc.
15. For one and two-family residences with sloped roofs, 18" of clearance is required on both sides of any ridge. (If this is not possible, then a review of the plans by the Fire Department. is required. Provide an explanation of why compliance cannot be met. Allow 24-hours for review of the plans)
16. All applications for residential structures with 3 or more living units and/or commercial occupancy must be reviewed by the Fire Department. Allow 5 working days for review of plans. For questions on Fire Department regulations, please contact the Fire Life Safety Plans Examiner at 981-7447.

Document 1