



PHOTOVOLTAIC

Photovoltaic/Solar Panel Installation Information

PURPOSE: Document Submittal List for Photovoltaic/Solar Panel Installation

General Information: Building Permits are required all installations of photovoltaic systems, residential and non-residential. Typical plan review time for residential (one and two family dwelling) project is ten (10) working days for the first and all subsequent review cycles. Non-residential systems may take up to fifteen (15) working days for the first review cycle and ten (10) working for all subsequent review cycles.

1. Document Submittal List

Note: If more than 10 kW, four (4) sets of plans are required

- A. Drawings (3) sets of:
 - Site Plan
 - Structural Plan- Foundation Plan (if ground mounted)
Cross Sections
Structural Framing Details & Notes
 - Electrical Plan
 - 18" x 24" Suggested Minimum Size
- B. Calculations/Specifications (2) sets of:
 - Structural Calculations (if applicable)
 - Specification for All Manufactured Components: PV Modules, Inverter, Combiner Box, Disconnects, and Mounting System
- C. Colored Photos Inside and Outside of Existing Main Service Panels and Sub-panels that are Part of Photovoltaic System
- D. Other Documents
 - Building Permit Application
 - Owner/Builder Form (if applicable)
 - Expedited Photovoltaic (PV Permits)
 - Fire District Solar-Photovoltaic Notification Form – Fire District
 - Contractor: Copy of fully executed contract between vendor and customer

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2. Information to be Included on Documents

A. Site Plan

- Location of modules, each string shall be identified
- Location of electrical service, combiner boxes, inverter, ac and dc disconnects, conduit, junction boxes and battery banks
- Indicate roof clearances compliance to the State Fire Marshall and Contra Costa Fire Protection District Photovoltaic Installation Guidelines

B. Structural Plans

- Existing roof system information
- Method for waterproofing roof penetrations
- Mounting System

C. Electrical Plan

- Electrical line diagram showing the array configuration, wiring system, overcurrent protection, inverter, disconnects and AC connection to building
- Method of bonding for modules and racking system
- Load calculations if applicable
- Footing: pier and grade beams

D. Information

- Name, title, address, and contact phone number of design professional
- Address of property and name, address, contact phone number of property owner
- Cover Sheet Information:
 1. Applicable codes
 2. Description and scope of work
 3. Occupancy and type of construction

Note: This is not a complete list of all required submittals; additional information may be required after initial plan review.