



Community Development Department • Building Inspection Division
500 Castro Street • Post Office Box 7540 • Mountain View, California 94039-7540 • 650-903-6313 • FAX 650-903-6474

PHOTOVOLTAIC SYSTEM INSTALLATION SUBMITTAL REQUIREMENTS FOR SINGLE-FAMILY DWELLING

The following plan check submittal requirements are provided to help get your photovoltaic system installation through the Building Division review and permitting process. Your cooperation in providing this information will ensure that your project qualifies for over-the-counter review. A designated appointment time must be requested by the applicant, this over-the-counter review service is available Mondays, between 8:00 am – 11:00 am.

Planning review and approval is required prior to submitting to Building Division. Please contact the Planning Division for specific requirements that might affect your project, to speak with a staff member call (650) 903-6306 during regular business hours.

SUBMITTAL REQUIREMENTS

Provide two (2) complete sets of plans, specifications, structural or anchorage calculations (*if applicable*), both sets must be wet-signed by the designer/architect, contractor or homeowner. All plans submitted must be legible; the documentation provided will be digitally imaged as a permanent record for the property. You may choose to submit a package of your own design, which is based on the information listed below, **OR** complete (1) of the packages available labeled “Microinverter” or “Central Inverter” systems, located at the front counter of the Building Division or online.

SITE PLAN

Show the location of:

- a. Existing or proposed structure(s) for which the PV System shall be mounted
- b. Parcel dimensions and outline
- c. Label street(s) frontage and access
- d. Electrical main service location
- e. Outline panel configuration or layout on existing/proposed structure
- f. Location of ground mounted cabinet or equipment

ARRAY LAYOUT

Provide Roof Plan with the following items:

- a. Detailed panel configuration or layout with dimensions of roof top
- b. Existing or proposed roofing material, type and number of overlays, type of roof deck
- c. Rafter or beam sizes, spacing and roof slope
- d. Access and clearance requirements per CFC Sec.605.11 and CRC R331.4

ARRAY MOUNTING DESIGN

Provide Additional Roof Plan with the following items:

- a. Panel attachment method and cross-section details
- b. Provide fastening cut sheets from manufacture or engineered design for anchorage and support of array panels to roof structure
- c. Where an approved racking system is used, provide documentation showing manufacture of the rack system , maximum allowable weight the system can support, attachment method to the roof or ground, and product evaluation information or structural design for the rack system
- d. Support spacing layout and dimensions
- e. Method of sealing roof penetrations

ELECTRICAL

Provide a single line diagram with the following items:

- a. Existing or proposed main service panel size and disconnect (amps) – e.g. 100 amps, 200 amps, etc.
- b. Size and type of conductors
- c. Voltage and amperage of all circuits
- d. Over current protection
- e. Ground Fault Detection and Interruption
- f. Equipment grounding
- g. Disconnection devices – AC & DC
- h. Size and listing of back feed breaker (if used)
- i. Provide manufacture specifications for grounding equipment at rails
- j. Equipment labeling per CEC Article 690 & 705.12(D)(7)
- k. Connection of storage batteries (if applicable)

SYSTEM INFORMATION

Provide manufacturers cut sheets and listing information for all components:

- a. All UL listed equipment
- b. All PG&E accepted equipment
- c. Array panels
- d. Storage battery racking system and attachment details

Provide floor plan for equipment installed within any structure or enclosed space:

- a. Dimensions of enclosed space and working clearances
- b. Storage battery layout with racking system
- c. Show method of protection for components installed subject to damage

For additional questions regarding the submittal requirements, review and permitting process, contact the Building Division at (650) 903-6313 during regular business hours.

For the complete guidebook provided by the State of California, please visit website:

http://opr.ca.gov/docs/California_Solar_Permitting_Guidebook.pdf