



## PHOTOVOLTAIC PLAN CHECK SUBMITTAL REQUIREMENTS

The following plan check submittal requirements are provided to help get your photovoltaic installation through the Building Inspection review and permitting process in a timely manner. Your cooperation in providing this information will ensure that your project will be reviewed in a minimum of ten (10 working days).

### REQUIRMENTS:

- A. All electrical work to be performed by a California Licensed Electrical Contractor of Solar Contractor and in conformance with Article 690 “Solar Photovoltaic System” of the 2007 CEC.
- B. Provide two (2) complete sets of plans and specifications both must be signed by the application or contractor and are to include the following information:
  - 1. **Site Plan – show the location of:**
    - a. Structure (2) on the property
    - b. Main Service
    - c. Photovoltaic (PV) equipment:
      - Inverters
      - Batteries (if any)
      - Arrays
      - Etc.
  - 2. **Array Mountain Design:**
    - a. Provide Roof Plan – showing:
      - Array layout
      - Roof covering, type and number of overlays, type of roof deck
      - Rafter or beam sizes, spacing and roof slope
    - b. Array/Panel fastening method
      - Provide fastening cut sheets from manufacture or engineered design for anchorage and support of array panels to roof structure
      - Method of sealing roof penetrations
  - 3. **Electrical:**
    - a. Provide a single line diagram showing:
      - Size and type of conductors.
      - Voltage and amperage of all circuits
      - Over current protection
      - Ground Fault Detection and Interruption
      - Equipment grounding
      - Disconnection devices – AC & DC
    - b. Rating of main service and size of main service disconnect
    - c. Size and listing of back feed breaker (if used).



**4. System Information:**

- a. Provide manufacturers cut sheets and listing information for all components.
  - All UL listed equipment
  - All PG&E accepted equipment
  - Include information listed on panels that may not be visible after panel installation.
- b. Provide floor plan for equipment installed within any structure or enclosed space.
  - Show working clearness
  - Batteries must be installed in a listed rack or a racking system approved by the Building Official, within the garage a minimum of 18" above the garage floor or in an approved location outside the main structure. Batteries must be ventilated and may not be installed in habitable space.
- c. Provide means of protection for components installed where subject to damage, such as in a garage.

Please contact the Building Staff at (650) 903-6313 for any questions regarding the submittal requirements, review process and permitting process. Staff will contact you when your plans are ready for pick-up.