



RESIDENTIAL PHOTOVOLTAIC SYSTEMS

Standardized Permit Submittal

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Purpose

This standardized permit submittal has been developed for residential (one and two family dwellings) roof mounted PV systems of up to 10 KW. If the project is located in a historical district, or is a ground mount system, additional requirements for review may be required.

Design and Review

1. All PV applications shall be reviewed at the front counter for completeness. Every attempt will be made to review and approve projects that are residential PV systems of 10 KW or less “over-the-counter”.
2. Larger PV systems (>10 KW) or systems using new technology (i.e., micro inverters, thin film panels, etc.) may be required to submit detailed plans and specifications for plan review.
3. All PV system plans shall specify:
 - a. Conductor wiring methods and insulation rating, system and solar panel grounding methods as per inverter and solar panel manufacturer’s listings, and PV system DC and AC disconnects.
 - b. Signage (on panel(s), disconnects and transmission line conductors).
 - c. Placement of equipment and modules with associated access and pathways.
 - d. Equipment type, listing, testing agency approvals, etc.
 - e. Panel attachment details.

Submittal Requirements

1. Three complete sets of plans (5 sets if not eligible for over the counter plan check).
2. Minimum paper size 11 x 17.
3. Plans must be adequately dimensioned (minimum 1/4" scale). If clarity is compromised due to the number or complexity of details provided, paper size and/or scale should be increased.
4. Provide site plan clearly showing location of all components of the PV system.
5. Provide single line diagram of electrical equipment clearly showing size of main panel, subpanels, PV system equipment, including make, model, size of units, and disconnects.
6. Listing information, including mounting, conductor type, method of grounding, of PV modules and mounting racks.
7. Designer must wet sign every sheet of two sets of plans.

Photovoltaic Disconnect Requirements

PV disconnect shall be installed in a readily accessible location and located together when possible. The disconnecting means for all electrical panels shall be designed to shut off all power (solar and domestic).

Must provide roof access at photovoltaic panel array locations for emergency responders per CRC 311.

Checklist for PV System Plan Check

- Is a basic site diagram provided showing location of structure and equipment?
- Is the array configuration shown?
- Is the array wiring identified?
- Is the combiner/junction box identified?
- Is the AC / DC disconnect box identified?
- Is the equipment grounding specified?
- Is the conduit size, from the array to the power source, identified?
- Are cut sheets provided for the PV modules?
- Are cut sheets provided for the mounting hardware?
- Are cut sheets provided for the inverter?
- Is the system user's manual available to the property owner?
- Does the roof appear to be in good condition?
- Has every plan sheet been wet signed by the designer (min. 2 sets)?

NOTE: Three forms of signage are required for Solar PV Systems. Permanently affixed labels shall have a red background with white lettering. Printed material shall be resistant to fading per UL 969, and CEC Article 690.