



Submittal Requirements Bulletin — Solar Photovoltaic Installations 10 kW or Less in One- and Two-Family Dwellings

This information bulletin is published to guide applicants through a streamlined permitting process for solar photovoltaic (PV) projects 10 kW in size or smaller. This bulletin provides information about submittal requirements for plan review, required fees and inspections.

1. Approval Requirements

The following permits are required to install a solar PV system with a maximum power output of 10 kW or less:

- a) Photovoltaic

Planning review is not required for solar PV installations of this size. Fire Department approval is not required for solar PV installations of this size.

2. Submittal Requirements

- a) Completed permit application form.
- b) Demonstrated compliance with the eligibility checklist for expedited permitting.
- c) A completed Standard Electrical Plan. The standard plan may be used for proposed solar installations 10 kW in size or smaller.

If standard electrical plans are not provided for use, an electrical plan should be submitted that includes the following:

- Locations of main service or utility disconnect
- Total number of modules, number of modules per string and the total number of strings
- Make and model of inverter(s) and/or combiner box if used
- One-line diagram of system
- Specify grounding/bonding, conductor type and size, conduit type and size and number of conductors in each section of conduit
- If batteries are to be installed, include them in the diagram and show their locations and venting

- *Equipment cut sheets including inverters, modules, AC and DC disconnects, combiners and wind generators*
- *Labeling of equipment as required by CEC, Sections 690 and 705*
- *Site diagram showing the arrangement of panels on the roof or ground, north arrow, lot dimensions and the distance from property lines to adjacent buildings/structures (existing and proposed)*

d) A roof plan showing roof layout, PV panels and the following fire safety items: approximate location of roof access point, location of code-compliant access pathways, PV system fire classification and the locations of all required labels and markings. Examples of clear path access pathways are available in the State Fire Marshal Solar PV Installation Guide. <http://osfm.fire.ca.gov/pdf/reports/solarphotovoltaicguideline.pdf>.

e) Completed expedited Structural Criteria along with required documentation.

For non-qualifying systems, provide structural drawings and calculations stamped and signed by a California-licensed civil or structural engineer, along with the following information.

- The type of roof covering and the number of roof coverings installed
- Type of roof framing, size of members and spacing
- Weight of panels, support locations and method of attachment
- Framing plan and details for any work necessary to strengthen the existing roof structure
- Site-specific structural calculations
- Where an approved racking system is used, provide documentation showing manufacturer 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

3. Plan Review

Permit applications can be submitted to the Building Department in person at 8200 Westminister Blvd or via e-mail at: KVNguyen@Westminster-CA.gov

Permit applications utilizing standard plan may be approved over the counter. Permit applications may also be submitted electronically via e-mail at: KVNguyen@Westminster-CA.gov for approval in 3-5 business days.

4. Fees

Photovoltaic Permit - Not to exceed \$450

5. Inspections

Once all permits have been issued and the system has been installed, it must be inspected before final approval is granted. On-site inspections can be scheduled by contacting the Building Department by telephone at (714) 548-2898. Inspection requests received within business hours are typically scheduled for the next business day.

Permit holders must be prepared to show conformance with all technical requirements in the field at the time of inspection. The inspector will verify that the installation is in conformance with applicable code requirements and with the approved plans.

The inspection checklist provides an overview of common points of inspection, and the applicant should be prepared to show compliance with these points.

6. Departmental Contact Information

For additional information regarding this permit process, please consult our departmental website at: <https://www.westminster-ca.gov/departments/community-development/building-division>