



SOLAR PANEL / PHOTOVOLTAIC (PV) SYSTEMS Submittal Requirements Checklist

- One** copy of a completed electrical permit application form.
- Two** copies of the drawings; assembled into complete sets. Plans should include a site plan, electrical diagram, specifications sheet(s), installation manual(s), and mounting details. (*See below for details.*)
- Check, cash, or Visa/MasterCard for applicable fees.

Please note: A building permit review may be required. If this occurs, you will be contacted by an electrical plans examiner for details.

Minimum Drawing Requirements

- Plans shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed; and shall demonstrate how the proposed work conforms to the provisions of adopted codes and ordinances.
 - Plans must be dimensioned and labeled.
 - Minimum plan size is 11" x 17".
 - Plans shall include:
 - Site Plan** showing location of major components on the property, including:
 - North arrow.
 - Main structure, all accessory buildings, fences, retaining walls, decks, etc.
 - Major components of PV system, including modules, service equipment, and j-box(es).
 - Distance of new PV system components to property lines.
 - Electrical diagram** including:

➤ PV array configuration	➤ One line diagram	➤ Over-current protection
➤ Inverter	➤ Disconnects	➤ Required signs & labels
➤ Inverter interconnection to service	➤ All grounding details	➤ Utility disconnecting means
 - Specifications Sheets and Installation Manuals** (brief version) for all manufactured components, including (but not limited to):

➤ PV module(s)	➤ Inverter(s)	➤ Combiner box
➤ Disconnects	➤ Mounting system	
 - Mounting details** including:
 - Roofing type: Lightweight (*composition, lightweight masonry, metal, etc.*)
 Heavyweight (*heavy masonry, slate, etc.*)
 - Roofing coverage: single composition or roof covering multiple composition layers
 - Method and type of weatherproofing for roof penetrations:
 - flashing caulk other (*specify*): _____
 - Is the mounting structure an engineered product designed to mount PV modules?
 - Yes No*
- * If No, provide details of structural attachment certified by a qualified design professional.