



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 installed on One- and Two-Family Dwellings. 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) COMBINATION BUILDING PERMIT / ELECTRICAL PERMIT.

Planning review **IS 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. This permit application form can be downloaded at CITY BUILDING DIVISION WEBSITE www.san-clemente.org
- b) Demonstrate compliance with the **Eligibility Checklist** (including satisfying **Structural Criteria**) for expedited permitting. Eligibility checklist criteria can be downloaded at CITY BUILDING DIVISION WEBSITE www.san-clemente.org
- c) A completed **Standard Electrical Plan**. The standard plan may be used for proposed solar installations 10 kW in size or smaller and can be downloaded at CITY BUILDING DIVISION WEBSITE www.san-clemente.org

Use of a standard plan allows permit applicants to simply fill in information regarding a solar system's electrical configuration. Template standard plans can be downloaded at CITY BUILDING DIVISION WEBSITE www.san-clemente.org

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

- *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)*
- *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*
- *Single-line electrical 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*

d) A roof plan showing:

- Roof layout (ridges, hips, valleys, etc.)
- PV panel and equipment location and size
- Equipment and panel manufacturer's approved attachment details
- Approximate location of roof access point
- Location and width of Building/Fire code-compliant access pathways
- PV system fire classification
- Locations of all required labels and markings.

SAMPLE roof plan can be downloaded at CITY BUILDING DIVISION WEBSITE www.san-clemente.org

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. Structural Criteria can be downloaded at CITY BUILDING DIVISION WEBSITE www.san-clemente.org

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 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

A full explanation of the methods and calculations used to produce these criteria can be found in the Structural Technical Appendix for Residential Rooftop Solar Installations, which is available at http://www.opr.ca.gov/docs/Solar_Structural_Technical_Appendix.pdf

3. Plan Review

Permit applications can be submitted to the City of San Clemente Building Division in person at 910 Calle Negocio, Suite #100, San Clemente, CA 92673

Permit applications utilizing standard plan may be approved "over the counter" at 910 Calle Negocio, Suite #100, San Clemente, CA 92673 upon confirmation that the application and supporting documents are complete and satisfy all requirements of the eligibility checklist for expedited permitting. Permits not utilizing a standard plan or deemed incomplete shall be reviewed in 15 work days or less.

4. Fees

Solar Permit Fees are charged in accordance with City Council Fee Resolution No. 08-80.

Electrical Permit Fees

\$17 each PV module installed

\$17 each device installed (inverter, microinverter, AC module, converter, disconnect, etc.)

\$35 permit issuance fee

Plan Check Fee

25% x electrical permit fee

Document Imaging Fee

\$0.62 per page

\$300 maximum fee

(All fees over \$300 are waived for residential roof mounted solar PV systems)

5. Inspections

Once all permits to construct the solar installation have been issued and the system has been installed, it must be inspected before final approval is granted for the solar system.

On-site inspections can be scheduled by contacting City of San Clemente Building Division by telephone at inspection request line (949) 498-3129 or on-line at our e-TRAKiT portal <https://etrakit.san-clemente.org/eTRAKiT3/Search/permit.aspx>

Inspection requests received within business hours are typically scheduled for the next business day. If next business day is not available, inspection should happen within a five-day window.

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 that the applicant should be prepared to show compliance. If not available, common checks include the following.

- Number of PV modules and model number match plans and specification sheets number match plans and specification sheets.
- Array conductors and components are installed in a neat and workman-like manner.
- PV array is properly grounded.
- Electrical boxes are accessible and connections are suitable for environment.
- Array is fastened and sealed according to attachment detail.
- Conductors ratings and sizes match plans.
- Appropriate signs are property constructed, installed and displayed, including the following.
 - Sign identifying PV power source system attributes at DC disconnect
 - Sign identifying AC point of connection
 - Sign identifying switch for alternative power system
- Equipment ratings are consistent with application and installed signs on the installation, including the following.
 - Inverter has a rating as high as max voltage on PV power source sign.
 - DC-side overcurrent circuit protection devices (OCPDs) are DC rated at least as high as max voltage on sign.
 - Switches and OCPDs are installed according to the manufacturer's specifications (i.e., many 600VDC switches require passing through the switch poles twice in a specific way).
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 - Inverter is rated for the site AC voltage supplied and shown on the AC point of connection sign.
 - OCPD connected to the AC output of the inverter is rated at least 125% of maximum current on sign and is no larger than the maximum OCPD on the inverter listing label.
 - Sum of the main OCPD and the inverter OCPD is rated for not more than 120% of the bus bar rating.

6. Departmental Contact Information

For additional information regarding this permit process, please consult our departmental website at www.san-clemente.org or contact the plan review staff at (949) 361-6100

Walk-in Counter Hours:

7:30am-12:30pm and 2:30pm - 5:30pm, Monday to Thursday

8:00am - 12:30pm and 2:30pm- 5:00 pm, Alternate Fridays

* 1:30pm - 2:30pm, Available by Appointment

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