



RESIDENTIAL SOLAR ENERGY SYSTEMS ePLANS CHECKLIST

Version 2021-0907

<i>Staff Use Only</i>	
BLD _____	- _____

PROJECT NAME _____

Lead Designer Certification	
All members of the Design Team have reviewed the Quality Control Checklist, and I have accurately completed the Checklist on behalf of the Design Team to the best of my knowledge.	
Name/Signature:	Date:
<input type="checkbox"/> By checking this box, I agree to digitally signing this form.	
Phone:	Email:
Other Contacts: <i>To ensure the customer's project team (i.e., contractor; homeowner) receives automated email notices, please complete and submit the Contact Information Form.</i>	

This Checklist provides the minimum essential building code information required on plans prior to submission of the Building Permit Application. Providing all the information listed will support positive communication between the designers and plan reviewers, which will expedite the overall review process.

Please see [Policy 1.13.7](#) and the [Solar Energy Systems Plan Submission and Inspections Guidelines](#) for additional information.

GENERAL REQUIREMENTS

- Provide the full name and complete address of the proposed project.
- Completed [Building Permit Application](#)
- Pay the Filing Fee at the time of submission of the Building Permit Application. Refer to the approved [Building Development Fee Schedule](#) for the Building Permit Fee Calculation.
- Submit electronic plans for Building Development Review. Please see below requirements and the [Customer ePlans Guide](#)
- For ground mounted systems a Certificate of Zoning Approval shall accompany the application.

SUBMISSION REQUIREMENTS:

- File names meet the File Naming Convention found in the [Customer ePlans Guide](#)
- Plans and other required documents meet the credentialing requirements in the [Customer ePlans Guide](#)
- Plan set including all trades is in a single PDF file.
- Files are not locked or password protected.
- PDF files do not contain layers or comments.
- Plan sheets are bookmarked which include the sheet number and page title.
- Plan set is landscape and pages are aligned.
- An open 3-inch by 3-inch space for the County Reviewed stamp is provided in the same location on each sheet.
- Plans are monochrome, not in color.



RESIDENTIAL & STRUCTURAL

Sheet. #	Requirement
	1. For rooftop mounted systems submit structural calculations or the Solar Energy Systems - Roof Mounted Solar Panels Structural form to show the roof is adequate for the loads from the system.
	2. For rooftop mounted systems submit structural calculations and/or a research report by a nationally recognized testing laboratory (NRTL) for the mounting system.
	3. The design uses a ground snow load of 30 psf per Policy 3.1.1 and ultimate wind speed of 105 mph.
	4. Rooftop mounted systems panels and modules are located to provide two 3 feet wide access pathways from the eave to the ridge on each roof slope where panels and modules are located.
	5. For rooftop mounted systems submit a roof plan showing location of panels with details for mounting system including connections to roof framing.
	6. Rooftop panels and modules are located to provide not less than 3 feet from the ridge to allow for fire department smoke ventilation operations.
	7. Rooftop panels and modules are located to provide not an access pathway not less than 3 feet wide for emergency escape and rescue openings (i.e., windows at bedrooms).
	8. Manufacturer documentation showing photovoltaic panels and modules are listed in accordance with UL 1703 and inverters are listed in accordance with UL 1741.
	9. Manufacturer documentation showing panels and modules have fire classification in accordance with UL 1703 or UL 2703.
	10. For ground mounted systems submit structural calculations and/or a research report by a nationally recognized testing laboratory for the mounting system and foundation.
	11. For ground mounted systems submit structural calculations and/or a research report by a nationally recognized testing laboratory for the foundation.
	12. For ground mounted systems submit plan showing location of panels, details for mounting system, connection to foundation, and foundation plans and details.

ELECTRICAL

Sheet #	Requirement
	1. Choose the County Electrical Typical Plan if applicable. Keep in mind it must accurately represent the Solar System installation. - Solar Energy Systems – Small, Single Inverter System Plans - Solar Energy Systems – Small, Micro Inverter/AC System Plans
	2. If typical does not apply, provide Electrical drawings as a part of the whole Solar submission in accordance with the ePlan guide, see link: Customer ePlans Guide
	3. Electrical Plan should be sized per the Customer ePlans Guide .
	4. Electrical One line and calculation pages sealed by an RDP or signed by a Master Tradesman with all necessary Licensing information included. See page 2, Policy 1.13.7
	5. Plan must detail all components of the system, including manufacturers specifications.
	6. Drawing should accurately label components, conductor sizes, wiring methods, OCPD, required disconnects.
	7. Accurately provide details for the final connection to a back-fed breaker or Supply side service tap, with properly sized conductors, in accordance with the latest edition of NFPA 70 (NEC) Chapter 690 and as applicable Chapter 705.
	8. If an Energy Storage Systems (ESS) is installed as a component of the part of the Solar system, ensure compliance with Article 706
	9. If additional Energy storage systems or an existing system is modified or merged with the Solar system, all must be accurately represented on the Solar drawing submission.
	10. Detailed calculations for the DC and AC KW must be provided on the plan per Article 690.
	11. A Reference drawing should show required signage per Article 690.