



## Residential Solar Photovoltaic Permit Application Guidelines

For information on Permit Applications and the County's InSite Public Portal please use this link  
<https://www.sccgov.org/sites/dpd/Iwantto/Permits/Pages/DevelopmentPermitApplications.aspx>

To schedule a Building inspection please use the InSite Public Portal for information on how to set up an account and for scheduling information use the following link  
<https://www.sccgov.org/sites/dpd/DocsForms/Documents/InSiteHowToScheduleInspectionsOnline.pdf>

For information on Covid-19 protocols required during construction and inspections please visit  
[www.sccbuiding.org](http://www.sccbuiding.org)

For information on the expedited permit process for small PV solar projects please visit [www.sccbuiding.org](http://www.sccbuiding.org)

### Planning and Development Permit Center

70 W Hedding Street  
East Wing, 7th Floor  
San Jose, CA 95110  
Phone: (408) 299-5770  
Email to:  
PLN-PermitCenter@pln.sccgov.org



### General Requirements

All plans must include the following:

- Minimum page size of 11"x17"
- Project address and proposed scope of work
- A site plan that shows the locations of all structures and electrical equipment
- A roof top layout showing the location of the PV array and required clearance to ridges and access pathways
- A line diagram that illustrates the entire electrical system with panel ratings, types and sizes of conductors and raceways, make and model of all proposed equipment  
*NOTE: Include the code section reference from CEC 705.12 for the specific method the proposed system will comply with (e.g. CEC 705.12(B)(2)(3)(a,b,c,d, or e)*
- Data sheets for all proposed equipment and rack systems
- Details to show existing or new framing/support
- Structural details for rack attachment and spacing
- A separate sheet showing all the required labeling and signage
- Clear color photos of the existing main electrical service panel with the dead front cover in place and removed.  
Include clear photos of the panel label to verify bus ratings.

*Note: Please include all supporting documents in the plan set document(.PDF)*

### Ground Mount PV Systems

- Provide structural details for the array structure
- Details for piers or other means of mounting the structure to the earth
- Show the locations of private sewage systems (septic fields)
- Show property lines and the distance from the array to the property lines(s)
- Elevation drawings that include minimum and maximum height above grade
- Details for guarding DC conductors that are readily accessible *CEC 690.31 (min. 5' tall fence with lockable gate or other approved means)*



## PV SOLAR APPLICATION DOCUMENT CHECKLIST

DESCRIPTION	
Roof Mounted Systems	Check
Plan sheets minimum 11"x17"	
Cover sheet includes project scope, project address, code data	
Site plan with all equipment and structures	
Line diagram sheet provided	
Clear color photos of the (E) service equipment with dead front cover in place	
Clear color photos of the (E) service equipment with dead front cover removed	
Clear color photos of the (E) service equipment panel label	
Line diagram includes a note stating which method will be used for interconnection	
PV array structural attachment details provided	
Line diagram includes grounding details for the system	
Line diagram includes pv array bonding details	
Data/Spec sheets for all proposed equipment and related devices	
<b>Ground Mounted Systems (include all above and all of the following)</b>	
Structural details for array anchorage	
Details to comply with 690.31 for readily accessible pv source and output conductors	
Details for grounding the ground mount array structure	
Site plan includes all structures and setbacks to property lines	
Site plan includes the location(s) of private sewage systems (septic tanks and fields)	
Elevations provided to show min/max height above grade	