



## 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.sccbuilding.org](http://www.sccbuilding.org)

For information on the expedited permit process for small PV solar projects please visit [www.sccbuilding.org](http://www.sccbuilding.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"
- Plans must be submitted as a single PDF file that includes all required documentation

### Cover Sheet

- Project address and proposed scope of work
- Code data
- Project data

### Site Plan

- Show the locations of all structures and electrical equipment

### Roof Plan

- A roof top layout showing the location of the PV array and required clearance to ridges and access pathways

### Electrical Line diagram

- A line diagram that accurately illustrates the entire electrical system that includes panel ratings, OCPD ratings, types and sizes of conductors and raceways, make and model of all proposed equipment

*NOTE: Include the code section reference from the CEC for the specific method the proposed system will comply with (CEC 705.12(B)(2)(3)(a,b,c,d, or e CEC 705.11. or CEC 705.13) (See example at the end of this document)*

- Interconnection calculations to support the referenced code method

### Supporting Documentation

- 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.
- *Where listed PV Hazard control systems are being proposed include tables with the number of devices (Mid circuit interrupters or similar) and the file information from the listing agency (UL 3741 report)*

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

**Ground Mount PV Systems**

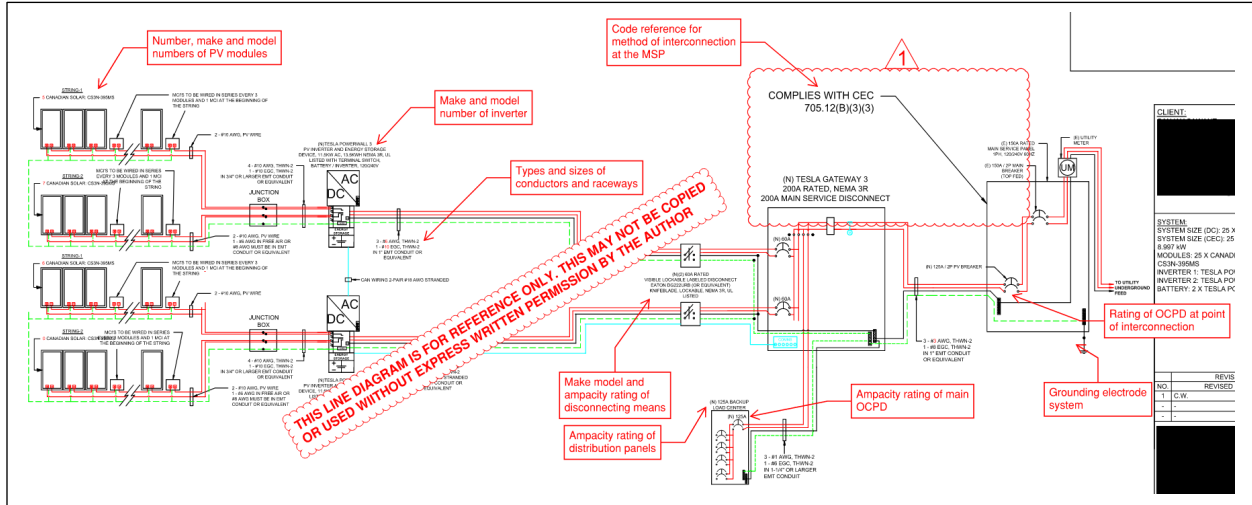
- Provide structural details for the array structure
- Details for piers or other means of mounting the structure to the earth
- Show the locations of private sewage systems (septic fields)
- Show property lines and the distance from the array to the property lines(s)
- Elevation drawings that include 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**

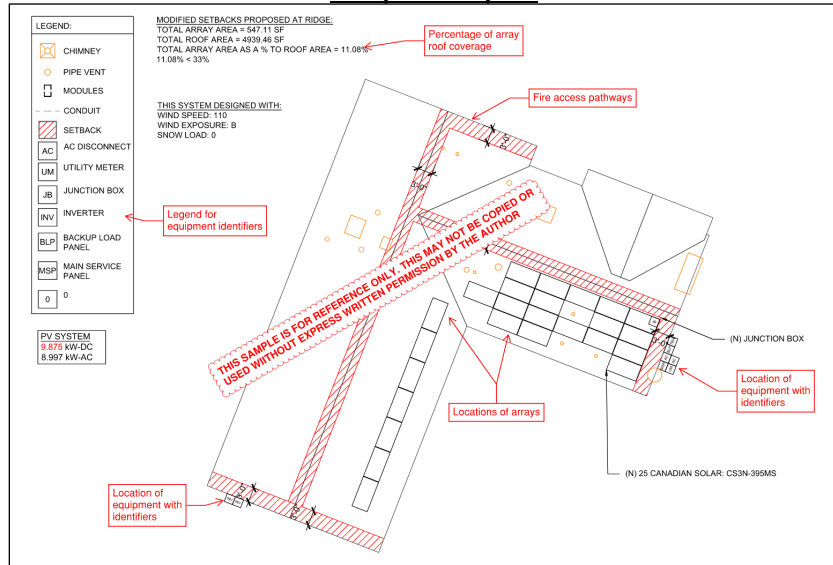
DESCRIPTION	
<b>Roof Mounted Systems</b>	<b>Check</b>
Plan sheets minimum 11"x17"	
Cover sheet includes project scope, project address, code data	
Site plan with all equipment and structures	
Line diagram sheet provided	
Clear color photos of the (E) service equipment with dead front cover in place	
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	



### Sample electrical line diagram



### Sample roof plan



### Sample cover sheet

SHEET INDEX		APPLICABLE CODES		CONSTRUCTION NOTES	
1. PROJECT NAME	PROJECT NAME	1. PROJECT NAME	PROJECT NAME	1. PROJECT NAME	PROJECT NAME
2. PROJECT LOCATION	PROJECT LOCATION	2. PROJECT LOCATION	PROJECT LOCATION	2. PROJECT LOCATION	PROJECT LOCATION
3. PROJECT OWNER	PROJECT OWNER	3. PROJECT OWNER	PROJECT OWNER	3. PROJECT OWNER	PROJECT OWNER
4. PROJECT ENGINEER	PROJECT ENGINEER	4. PROJECT ENGINEER	PROJECT ENGINEER	4. PROJECT ENGINEER	PROJECT ENGINEER
5. PROJECT DATE	PROJECT DATE	5. PROJECT DATE	PROJECT DATE	5. PROJECT DATE	PROJECT DATE
6. PROJECT DESCRIPTION	PROJECT DESCRIPTION	6. PROJECT DESCRIPTION	PROJECT DESCRIPTION	6. PROJECT DESCRIPTION	PROJECT DESCRIPTION
7. PROJECT BUDGET	PROJECT BUDGET	7. PROJECT BUDGET	PROJECT BUDGET	7. PROJECT BUDGET	PROJECT BUDGET
8. PROJECT STATUS	PROJECT STATUS	8. PROJECT STATUS	PROJECT STATUS	8. PROJECT STATUS	PROJECT STATUS
9. PROJECT CONTACT	PROJECT CONTACT	9. PROJECT CONTACT	PROJECT CONTACT	9. PROJECT CONTACT	PROJECT CONTACT
10. PROJECT NOTES	PROJECT NOTES	10. PROJECT NOTES	PROJECT NOTES	10. PROJECT NOTES	PROJECT NOTES
OCCUPANCY & CONSTRUCTION TYPE		OCCUPANCY & CONSTRUCTION TYPE		OCCUPANCY & CONSTRUCTION TYPE	
OCCUPANCY: 01		OCCUPANCY: 01		OCCUPANCY: 01	
CONSTRUCTION TYPE: 01		CONSTRUCTION TYPE: 01		CONSTRUCTION TYPE: 01	
CONTRACTOR LICENSE # & TYPE		CONTRACTOR LICENSE # & TYPE		CONTRACTOR LICENSE # & TYPE	
CONTRACTOR LICENSE # & TYPE		CONTRACTOR LICENSE # & TYPE		CONTRACTOR LICENSE # & TYPE	
SCOPE OF WORK		SCOPE OF WORK		SCOPE OF WORK	
NEW SOLAR SYSTEM SIZE = 3.35kWDC		NEW SOLAR SYSTEM SIZE = 3.35kWDC		NEW SOLAR SYSTEM SIZE = 3.35kWDC	
NEW SYSTEM TIED IN LOCATION AT NEW MAIN SERVICE PANEL		NEW SYSTEM TIED IN LOCATION AT NEW MAIN SERVICE PANEL		NEW SYSTEM TIED IN LOCATION AT NEW MAIN SERVICE PANEL	
NEW INVERTER: SOLAR EDGE SE30001 - 10kW		NEW INVERTER: SOLAR EDGE SE30001 - 10kW		NEW INVERTER: SOLAR EDGE SE30001 - 10kW	
NEW BATT (1) SOLAREDGE ENERGY BANK (SEBT) BAT-10K1P		NEW BATT (1) SOLAREDGE ENERGY BANK (SEBT) BAT-10K1P		NEW BATT (1) SOLAREDGE ENERGY BANK (SEBT) BAT-10K1P	
CONTRACTOR INFORMATION HERE		CONTRACTOR INFORMATION HERE		CONTRACTOR INFORMATION HERE	
Engineer stamp here (where applicable)		Engineer stamp here (where applicable)		Engineer stamp here (where applicable)	
PROJECT #		PROJECT #		PROJECT #	
SYSTEM SIZE		SYSTEM SIZE		SYSTEM SIZE	
DATE		DATE		DATE	
SUBMITTER		SUBMITTER		SUBMITTER	
Customer/Project information here		Customer/Project information here		Customer/Project information here	
TITLE SHEET		TITLE SHEET		TITLE SHEET	
PV1		PV1		PV1	

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VICINITY MAP