Bulletin # EL005 Last revised 10/24/2024

Department of Planning and Development Division Building Inspection Division

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/InSite_HowTo_ScheduleInspectionsOnline.pdf

For information on Covid-19 protocols required during construction and inspections please visit www.sccbuilding.org

For information on the expedited permit process for small PV solar projects please visit 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)

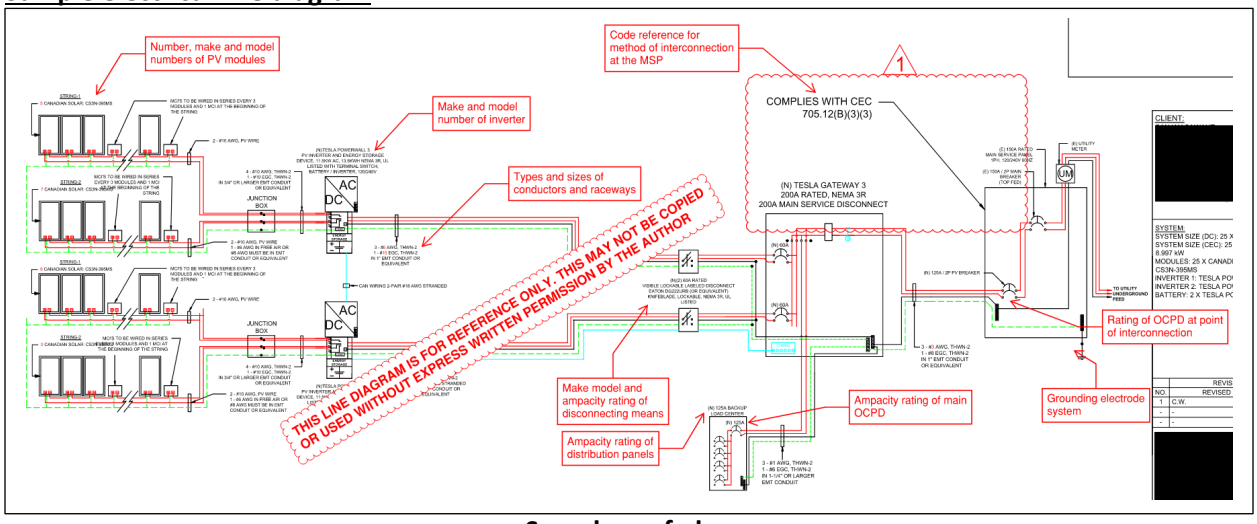
Ground Mount PV Systems

- 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)*

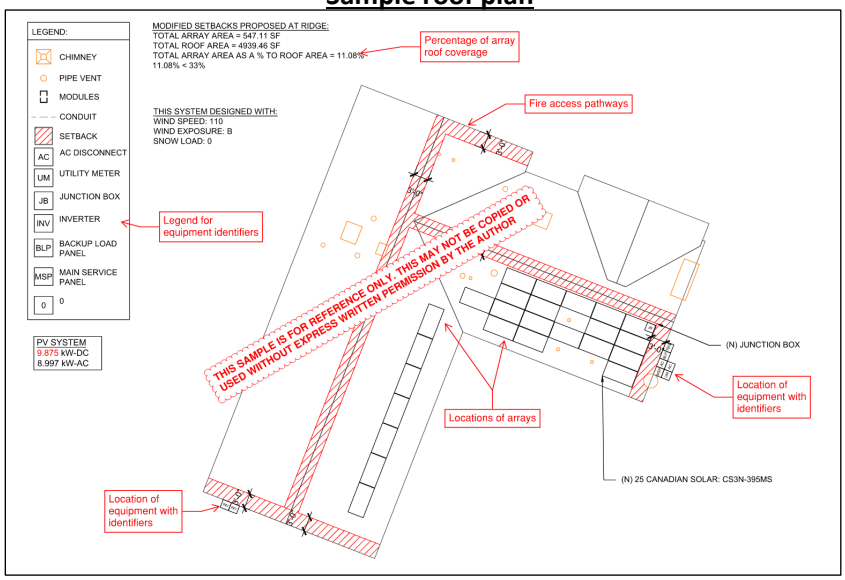
PV SOLAR APPLICATION DOCUMENT CHECKLIST

DESCRIPTION	
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	☐
Ground Mounted Systems (include all above and all of the following)	
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