

Your solar photovoltaic (PV) project may qualify for an expedited permit process!

Small PV rooftop systems (10 kW in size and smaller) for one-and two-family dwellings can qualify for our expedited permitting process when the application and supporting documentation are submitted using standard plans and checklist adopted by the County. Standardized plans and checklist enable us to complete our review quicker since variances in the kind of information submitted, and the way the information is presented, are reduced.

This bulletin provides information about submittal requirements for the expedited solar PV permitting process.

- 1. Qualifying systems:** *Solar PV systems with a maximum power output of 10kW or less mounted on the roof of a one- or two-family dwelling.*
- 2. Approval Requirements:** *Building Inspection office electrical and structural review and approval is required. Planning Office or Fire Marshal Office review or approval is not required for solar PV installations of this size. (System must be at or below building height limitations and must accommodate Fire Department access requirements)*
- 3. Submittal Requirements**

a) Completed permit application form. This permit application form can be downloaded at <https://www.sccgov.org/sites/dso/Pages/Development-Services-Office.aspx>

b) Complete the eligibility checklist for expedited permitting. The checklist can be downloaded at <https://www.sccgov.org/sites/dso/Pages/Development-Services-Office.aspx>

c) A completed Standard Electrical Plan. Show compliance with the submitted checklist and applicable code requirements on the standard plan. Template standard plans and examples of PV systems using the standard plan can be downloaded at <https://www.sccgov.org/sites/dso/Pages/Development-Services-Office.aspx>

d) A roof plan showing roof layout, PV panels and the following fire safety items: approximate location of roof access point, location of code-compliant access pathways, PV system fire classification, if the property is located in a wildlife urban interface (WUI) area, and the locations of all required labels and markings. 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 <https://www.sccgov.org/sites/dso/Pages/Development-Services-Office.aspx>

4. Plan Review *Permit applications can be submitted to Santa Clara County Building Inspection Office in person at 70 W. Hedding Street, San Jose, CA, 95110*

5. Fees: *Solar PV system fees are available online @ <http://www.sccgov.org/>*

6. 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 system. On-site inspections can be scheduled by contacting Santa Clara County Building Inspection Office by telephone at 408-299-XXXX Inspection requests received before 3 pm on a regular business day are typically scheduled for the next business day. If next business day is not available, inspection should happen within 2 business days.*

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.

Common inspection points include, but may not be limited to, the following.

- Number of PV modules and model 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.
- Conductor's 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 as shown on the signs and labels.
 - DC-side overcurrent circuit protection devices (OCPDs) are DC rated at least as high as max voltage on as shown on the signs and labels.
 - 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).
 - 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 continuous AC output current on the inverter product specification sheet as shown on the 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 or conductor rating.

7. Departmental Contact Information: For additional information regarding this permit process, please consult our departmental website at <http://www.sccgov.org/> or contact the Santa Clara County Building Inspection Office at 408-299-5700