



This checklist is to facilitate preliminary screening of building permit applications for **Residential Solar PV Systems under 10kW** and it shall be completed by the applicant and submitted along with a building permit application. **For Energy Storage System (ESS) installations, please complete the ESS separate checklist.**

Each project is unique and additional requirements may be identified in the plan review process.

### SOLAR CHECKLIST FOR EXPEDITED REVIEW

Applications must include project address, building/owner name, contractor name, valid contractor license number, phone numbers, email address, and any other requirements.

- Completed Permit Application
- Plans for permit (minimum sheet size is 11"x17") in **pdf format**
- This checklist, completed and signed by the owner or licensed contractor
- Manufacturer's Equipment Specifications (incorporate into the plans)

#### Plan Minimum Requirements

- The front sheet of the plans shall include the name of the owner, owner's address, project address, designer, designer's contact information, designer's signature, a concise Scope of Work, the Occupancy and Type of Construction (as designated by CBC) and general notes. Specify the square footage of the building and the solar panels.
- Submit a *Smoke and Carbon Monoxide Detector Affidavit* affirming that smoke detectors and carbon monoxide detectors will be or are installed in compliance with the California Residential Code. The form may be downloaded on the City of Monterey web page ([monterey.org/building](http://monterey.org/building)).
- Provide a 3"x3" blank space above or near the sheet number for the City approval stamp.
- List the **latest editions** (year) of the California codes (i.e. California Building Code, California Fire Code, California Residential Code, California Energy Code, California Electrical Code, etc.) that govern the installation requirements for the project on the front sheet of the plans. Include a reference to local City of Monterey ordinances and building regulations.
- Provide a **Sheet Index** on the front page
- Provide a **Site Plan** showing the following information:
  - PV array, modules (each string shall be identified)
  - Location, size and amperage of electrical supply panel and subpanels
  - All existing structures on the site (identify)
  - Setbacks from all adjacent roof ridgelines in accordance with CFC Section 1205
  - Property line setbacks
  - Show the north arrow
- Specify if the building contains fire sprinklers
- Specify the total number of modules, number of modules per string and the total number of strings
- Provide a **Single Line Diagram**, identifying the size (amperage) and location of main electrical service and electrical sub-panel, if any. Electrical load calculations may be required. Identify wire sizes and circuit breakers/fuse size (amperage). Identify how system and components will be grounded.
- Include permanent labeling and safety signage as required by CEC, Sections 690 and 705.



- Provide a statement or engineering analysis that the existing roof framing is adequate to support the additional loads of the solar panel system. Ballasted systems require a full engineering analysis per CBC 1613.3. Indicate if the roof is an engineered truss system.
- Provide details for waterproof secure anchorage to roof. Anchors to be staggered.
- Provide an elevation showing where the solar panel equipment attached to a wall and how it is laid out. If any equipment is inside a garage, protective bollards may be required.
- Provide Photovoltaic System cut sheets including, but not limited to, the following:
  - Solar Panel Modules
  - Mounting/Racking System
  - Inverter
  - Microinverter
  - Power Optimizers
- Note the following: All metallic raceways, J-boxes, supports, and modules are to be properly grounded. Modules shall be grounded separately to allow removal of a single module without disrupting the grounding of other modules by means of properly installed wires, lugs, screws, bolts, or other listed methods. CEC 690.43. (Sheet metal screws are not allowed CEC 250.8)
- Note the following: All exposed wiring is to be listed as Sunlight Resistant (CEC 690.31)
- Note the following: Photovoltaic circuits shall not be located in the same raceway, junction box, outlet box, etc. as non-photovoltaic circuits. (CEC 690.31B)
- Note the following: The photovoltaic main disconnecting breaker shall be located at the opposite end of the bus bar from the main disconnecting circuit breaker. (CEC 705.12(B)(2))
- Identify on the plans if the existing roof is being removed and/or replaced. If it is, a separate permit is required.
- If any changes are made to the system or equipment or installation after the permit is issued, submit a completed Plan Revision Form along with the appropriate drawings and details to [gogreen@monterey.org](mailto:gogreen@monterey.org). Cloud and reference the changes.

**Please note:** Permits may only be issued to the property owner or a properly licensed contractor.

***I have read the above information and have submitted all the required information.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_