Community Development Department
300 Richards Boulevard 3rd Floor Sacramento, CA 95811
Help Line: (916) 264-5011
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Submission Checklist for Residential Photo-Voltaic Installations

General Requirements:

1. A scaled, dimensioned Site Plan. The Site Plan must show all property line dimensions and the dimensions and locations of all structures on the parcel. Show the location of all electric service and PV equipment; meter(s), inverter(s), AC & DC disconnects, etc. Specify the distance from the property line to the wall where the service panel, inverter, etc. will be mounted. Any street(s)/alley(s) that the parcel borders on must be shown, as well as fences, walls or trees, etc. that are within five feet (5') of the PV equipment. Include a project data section which states the address of the project and the contact information for the owner and contractor.
2. Prior to submitting for the Building Permit, meet with the Planning Staff to verify that the location of the installation is permitted by local Zoning Codes.

Structural Requirements:

1. A Roof Framing Plan. Specify the size, grade and maximum spans of all roof framing members that will carry the weight of the PV arrays. Specify the roofing material and number of overlays, if applicable. Show the location of all arrays on this drawing.
2. Installation details and instructions.
   - Attachment details for PV modules. Provide enough information to clearly verify the size, type, and spacing of all fasteners.
   - Show how waterproofing will be addressed.
   - "Cut Sheets" in order to verify panel weights.
3. Structural calculation (stamped and wet signed by a California licensed design professional) are required for:
   - Tile roofs, or systems involving panels which are integrated into roof tiles.
   - On roofs that contain more than two (2) overlays of roofing material.

Electrical Requirements:

1. "Cut Sheets" for:
   - PV modules.
   - Inverters.
2. One-line diagram; please include:
   - Load calculations for arrays.
   - Wire types and sizes.
   - All associated equipment and disconnects.
   - Location, wire sizes, and details for all grounding methods.
3. When considering the location of disconnects, be sure to consider how any given piece of equipment can be replaced or serviced, without the hazard of "hot" conductors.