Submittal Requirements Bulletin – Solar Photovoltaic Installations 10 kW or Less in One- and Two-Family Dwellings

This information bulletin is published to guide applicants through a streamlined permitting process for solar photovoltaic (PV) projects 10 kW in size or smaller. This bulletin provides information about submittal requirements for plan review, required fees and inspections.

1. Approval Requirements

The following permits are required to install a solar PV system with a maximum power output of 10 kW or less:

a) COMBINATION PERMIT

Planning review is required for solar PV installations of this size.
Fire Department approval is NOT required for solar PV installations of this size.

2. Submittal Requirements

a) Completed permit application form

b) Demonstrate compliance with the eligibility checklist for expedited permitting.

c) A completed Standard Electrical Plan. The standard plan may be used for proposed solar installations 10 kW in size or smaller.

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 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.

3. Plan Review

Permit applications can be submitted to the Building Department in person at 9701 Las Tunas Dr., Temple City, CA 91780 and electronically through the following website: www.templecity.us/solar.

4. Fees

Plan Check fee $223.80

5. 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 solar system. On-site inspections can be scheduled by contacting the Building Department by telephone at (626) 285-0488. Inspection requests received within business hours until 3pm are typically scheduled for the next business day. If next business day is not available, inspection should happen within a five-day window.

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.

The inspection checklist provides an overview of common points of inspection that the applicant should be prepared to show compliance. If not available, common checks include the following.

- Number of PV modules and model number match plans and specification sheets 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 sign.
  - DC-side overcurrent circuit protection devices (OCPDs) are DC rated at least as high as max voltage on sign.
  - 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).
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  - 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 current on 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 rating.

6. Departmental Contact Information

For additional information regarding this permit process, please contact the Building Division at (626) 285-0488.