

MONTEREY COUNTY RESOURCE MANAGEMENT AGENCY

Carl P. Holm, AICP, Director

LAND USE & COMMUNITY DEVELOPMENT | PUBLIC WORKS & FACILITIES | PARKS

1441 Schilling Place, South 2nd Floor
Salinas, California 93901-4527

(831)755-4800

www.co.monterey.ca.us/rma



PHOTOVOLTAIC SUBMITTAL CHECKLIST

CODE REFERENCE: 2013 California Electrical Code, Article 690 - Solar Photovoltaic Systems

Site Address: _____ APN: _____

City: _____ Zip: _____ Cross Street: _____

Owner Name: _____ Phone: _____

Permit Center Staff will review this checklist prior to plan check submittal to ensure completeness per CRC Section 908 and CEC 690. Upon verification of a complete submittal package, please submit *_____ sets of plans to the Building Services Department for review and approval. *4 sets for roof mount, 7 sets for ground mount.

<u>INFORMATION REQUIRED</u>		Applicant Provided (check)	Staff Verified (check)
COVER SHEET	Name and address of property owner.	<input type="checkbox"/>	<input type="checkbox"/>
	Scope of work documented on the plans.	<input type="checkbox"/>	<input type="checkbox"/>
	Project Data (assessor's parcel number, use of building, # of PV arrays, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
NOTES ON PLANS	"The installation of the PV system shall conform to the requirements of the 2013 California Electrical Code, Article 690 and any other applicable articles or standards."	<input type="checkbox"/>	<input type="checkbox"/>
	"The Fire District/Department shall perform a final fire inspection."	<input type="checkbox"/>	<input type="checkbox"/>
	"Installation shall be provided by a California Licensed Contractor (B, C-46 or C-10)."	<input type="checkbox"/>	<input type="checkbox"/>
	Buildings with stand alone systems shall have a placard indicating that it is a standalone system and shall show the location of the disconnecting means. or Buildings with utility services and a PV system shall have a plaque or directory indicating the location of the service disconnecting means and the PV system disconnecting means.	<input type="checkbox"/>	<input type="checkbox"/>
SITE PLAN	Site plan including property boundaries and north arrow clearly identifying the location of the PV installation.	<input type="checkbox"/>	<input type="checkbox"/>
	Site Plan shall indicate location of electrical service, combiner box, inverter, a/c & d/c disconnects, junction boxes and battery banks.	<input type="checkbox"/>	<input type="checkbox"/>
	Site Plan for Ground mounted systems shall identify all structures on property, topography of site, driveway access from street, easements, site utilities, septic system with leach lines, etc.	<input type="checkbox"/>	<input type="checkbox"/>

<u>INFORMATION REQUIRED</u>		Applicant Provided (check)	Staff Verified (check)
ELECTRICAL PLANS	Electrical single-line diagram clearly identifying all devices installed in the PV system and indicating total kVA rating of system. 1) Array wiring identified 2) Combiner/junction box identified 3) Equipment grounding specified 4) Disconnect specified 5) Inverter specified 6) System grounding specified	<input type="checkbox"/>	<input type="checkbox"/>
	Clearly identify the point of interconnection with the utility supplied wiring system and provide details on main breaker, PV breaker and rating of bussing.	<input type="checkbox"/>	<input type="checkbox"/>
	Indicate type and size of all conduit and conductors throughout the PV system	<input type="checkbox"/>	<input type="checkbox"/>
	Provide typical detail of signage. Signage shall be green or red plastic engraved with 1/2" high white letters, permanently mounted on or immediately next to the panel door.	<input type="checkbox"/>	<input type="checkbox"/>
	Identify location of service disconnecting means and PV system disconnect (for PV systems connected to utility services). Plans shall indicate that the inverter disconnects are to be a separate component and serviceable. And, if applicable, plans shall identify the building or area to be served.	<input type="checkbox"/>	<input type="checkbox"/>
	Identify DC array solar panel Voc and Isc rating on plans.	<input type="checkbox"/>	<input type="checkbox"/>
SUPPORTING DOCUMENTS	Documented cost estimate to establish valuation.	<input type="checkbox"/>	<input type="checkbox"/>
	Provide two copies structural calculations, prepared by a registered California design professional for roof mounted systems if the total weight of the PV system is over five pounds per square foot or if the maximum height above the roof surface exceeds 18 inches; or if the total height of the PV system exceeds five feet in height for ground mounted systems.	<input type="checkbox"/>	<input type="checkbox"/>
	Manufacturer's Specifications for all equipment.	<input type="checkbox"/>	<input type="checkbox"/>
	Provide Manufacturer's Installation Instructions for all PV modules, mounting systems, combiner boxes (if used), inverters, and disconnects.	<input type="checkbox"/>	<input type="checkbox"/>

CONSTRUCTION PLANS	<input type="checkbox"/> Roof Mount:		
	Roof Plan indicating location and total coverage (area) of PV array.	<input type="checkbox"/>	<input type="checkbox"/>
	Partial Roof Framing Plan identifying size, spacing, and spans of members that support the PV system or indicate manufactured roof trusses.	<input type="checkbox"/>	<input type="checkbox"/>
	Details indicating attachment of PV modules to roof framing. Verify method of waterproofing and flashing.	<input type="checkbox"/>	<input type="checkbox"/>
	PV panel array shall not be installed within 3 feet of all edges including the ridge line.	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Ground Mount:		
	Foundation Plan with foundation details referenced to applicable details.	<input type="checkbox"/>	<input type="checkbox"/>
Soils report required or modification request submitted.	<input type="checkbox"/>	<input type="checkbox"/>	

NOTE: All work shall comply with the 2013 California Building Code and the 2013 California Electric Code, Article 690.

To be completed by Applicant:

Applicant Name: (print) _____ Signature: _____

Phone: _____ Date: _____

E-mail: _____