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## CITY OF SOLANA BEACH

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[www.cityofsolanabeach.org](http://www.cityofsolanabeach.org)

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

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This informational 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) Building and/or Electrical Permit.

Fire Department approval IS NOT required for solar PV installations of this size.

#### 2. Submittal Requirements

- a) Completed permit application form. This permit application form can be downloaded at [www.cityofsolanabeach.org](http://www.cityofsolanabeach.org).
- b) Demonstrate compliance with the eligibility checklist for expedited permitting. This is accomplished by reviewing each item with the Counter Tech at permit application. These criteria can be downloaded at [poway.org](http://poway.org).
- c) A completed Standard Electrical Plan. The standard plan shall be used for proposed solar installations 10 kW in size or smaller and can be downloaded at [poway.org](http://poway.org).
- 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. Clear path access pathways are detailed in the California Residential Code at Section R331.4 and can be downloaded at [www.cityofsolanabeach.org](http://www.cityofsolanabeach.org).
- e) Completed expedited Structural Criteria along with required documentation. Structural Criteria can be downloaded at [www.cityofsolanabeach.org](http://www.cityofsolanabeach.org).

Non-qualifying systems are shall not be submitted utilizing this process. Please contact the building department for submittal requirements.

#### 3. Plan Review

Permit applications and related documents can be submitted to [Counter@cosb.org](mailto:Counter@cosb.org)

## 4. Fees

(2023 Fee Schedule)

\$149.00 Individual Electrical Fee

\$37.00 Residential Solar Plan Check

\$49.00 Building Issuance Fee

1% Technology Surcharge

**Total: \$237.35**

## 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 City's Building Division in the Community Development Department automated line at (858) 720-4455. Inspection requests received by 4:00 pm are typically scheduled for the next business day.

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.
- Conductors' 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).
  - 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 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**

Building Division 858-720-4450 or [Counter@cosb.org](mailto:Counter@cosb.org) . City Hall is open from 7:30 am – 5:30 pm (Closed 12 pm – 1 pm), Monday to Thursday and 8 am – 5 pm (closed 12 pm – 1 pm) on alternate Fridays ([City Hall Calendar](#)).