

ePlan Solar Permit Submittal Checklist Request for Application Number

The following items are required when submitting for Solar permits. Additional items may be required based on review.

Documents/Plans:

_____ [Building Permit Application](#): Complete all the required fields, must include the general Scope of Work description as well as the construction value by trade with sub trade information. Application must be signed and notarized or have an [Electronic Signature Affidavit](#) attached.

Solar Water Heater:

- _____ Provide site plan showing location of equipment and indicate whether a passive or active system.
- _____ Show dimensions and clearance for all equipment and location of solar collectors on roof.
- _____ Provide size of water heater.
- _____ When applicable, electrical diagram showing PV array configuration, wiring system, and connection to building.
- _____ Residential solar water heater can be done by a CV license holder, a CW or a plumbing contractor.
- _____ If the solar water heater is commercial a CV license holder or a plumbing contractor must do the work.

Solar Photovoltaic System:

- _____ Provide engineered specification sheets, installation manuals (if available) for all manufactured components including, but not limited to, PV modules, inverter(s), combiner box, disconnect and mounting system.
- _____ Electrical diagram showing PV array configuration, wiring system, and connection to building.
- _____ Provide the attachment details, flashing details, construction design for the unit and any supporting frame members (sealed by the appropriate design professional) for the Wind Zone, additional wind or gravity loading, and any site conditions.
- _____ For battery backup systems, include a summary of all standby loads, including power ratings and estimated daily energy consumption for each load to show that inverter and battery selection will meet the standby needs.
- _____ Show dimensions and clearance for all equipment and location of solar panels on roof.
- _____ Must be installed by a CV licensed contractor or an electrical contractor (EC) but not a CW contractor.

Solar Pool Heating System:

- _____ Provide site plan showing location of equipment and indicate whether a passive or active system.
- _____ Show dimensions and clearance for all equipment and location of solar collectors on roof. Roof attachment plans must be signed and sealed.
- _____ Residential installation may be done by a CW or CV license holder, a plumbing contractor or a pool contractor
- _____ If the solar pool heating system is commercial a CV license holder, a plumbing contractor or a pool contractor must do the work. A CW license cannot do a commercial building.