



PLANNING & DEVELOPMENT SERVICES

## COMMERCIAL PHOTOVOLTAIC SYSTEM (PV) SUBMITTAL CHECKLIST

**APPLICABLE CODES:** 2022 California Building Standards Code as adopted by PAMC Chapter 15.04 & 16

This submittal checklist outlines the minimum requirements for a complete permit submission. Each project is unique and additional requirements may be needed. All applications, plans, and supporting documents are to be submitted electronically through Accela Citizen Access (ACA). Further instructions can be found on our website.

**Please submit ONLY THREE TOTAL FILES in PDF FORMAT.** Files are titled C#\_"PROJECT ADDRESS"\_DOCS, C#\_"PROJECT ADDRESS"\_APPLY, C#\_"PROJECT ADDRESS"\_PLAN, etc. C# refers to the cycle number of review. Initial submittals are C1, for Cycle 1.

<b>APPLY File ( titled C#_"Project Street Address"_APPLY.pdf")</b>
<ul style="list-style-type: none"><li>• <a href="#">Utilities Application</a></li></ul>



<b>PLAN File ( titled C#_"Project Street Address"_PLAN.pdf")</b>
<ul style="list-style-type: none"><li>• Cover Sheet / Title Page</li><li>• Planning Entitlement Approval Letter and Conditions of Approval or Over-the-Counter file number, if applicable</li><li>• Architectural Plans<ul style="list-style-type: none"><li>◦ Site Plan</li><li>◦ Roof Plan showing HVAC equipment, roof screen, roof access, plumbing vents, and photovoltaic (PV) system</li><li>◦ Floor Plan showing location of roof access, electrical room, equipment part of the PV system</li><li>◦ Building Sections and Elevations with PV Details</li><li>◦ Architectural Sections, Details &amp; Notes</li></ul></li><li>• Structural Plans<ul style="list-style-type: none"><li>◦ Structural Specifications</li><li>◦ Existing Roof Framing Plan</li><li>◦ Roof PV Layout</li><li>◦ Structural Sections, Details &amp; Notes</li><li>◦ Electrical</li><li>◦ Single Line Diagram</li><li>◦ Equipment Plan &amp; Schedule</li><li>◦ Signage Package</li><li>◦ Electrical Load Calculations</li><li>◦ Electrical Sections, Details, &amp; Notes</li></ul></li></ul>



<b>DOCS File ( titled C#_"Project Street Address"_DOCS.pdf")</b>		
<table><tr><td><ul style="list-style-type: none"><li>• Solar Energy System and Equipment Specifications</li><li>• Structural Calculations for solar racking system and equipment anchorage</li></ul></td><td><ul style="list-style-type: none"><li>• <a href="#">Special Inspection &amp; Testing Agreement Form (not required at time of submission but before issuance)</a></li><li>• <a href="#">CPAU Interconnection Agreement</a></li></ul></td></tr></table>	<ul style="list-style-type: none"><li>• Solar Energy System and Equipment Specifications</li><li>• Structural Calculations for solar racking system and equipment anchorage</li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Special Inspection &amp; Testing Agreement Form (not required at time of submission but before issuance)</a></li><li>• <a href="#">CPAU Interconnection Agreement</a></li></ul>
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## INSPECTION INFO

Approved plans, permit, and installation instructions shall be available on site at time of inspection.

<b>Required Inspection Codes (others may be needed)</b>
<ul style="list-style-type: none"><li>• 701 Photovoltaic Attachment</li><li>• 702 Photovoltaic Rough Wiring</li><li>• 703 Photovoltaic Final</li><li>• 990 Fire Inspection/ Final</li><li>• Utilities - call metershop directly at</li></ul>



<b>Inspection Guidelines</b>
<ul style="list-style-type: none"><li>• <a href="#">PV Commercial</a></li></ul>