City of Campbell

Building Inspection Division
Phone: (408) 866-2130

70 North First Street
Campbell, CA 95008

GENERAL INFORMATION

This submittal checklist can be used to determine and verify completeness of a photovoltaic permit application per the CRC Section 908 and CEC Section 690. Upon verification of a complete submittal package, please submit four sets of plans and supporting documents to the Building Department for review and approval.

PLANS / DOCUMENTATION INFORMATION

APPLICATION SUBMITTAL INFORMATION		COMPLETED BY STAFF	
		Required (check)	Provided (check)
SUPPORTING DOCUMENTS	Documented cost estimate to establish valuation	☐	☐
	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	☐	☐
	Manufacturer's Specifications for all equipment.	☐	☐
	Provide Manufacturer's Installation Instructions for all PV modules, mounting systems, combiner boxes (if used), inverters, and disconnects.	☐	☐
COVER SHEET	Name of property owner	☐	☐
	Address of property owner	☐	☐
	Scope of work documented on the plans	☐	☐
	Project Data (including assessor's parcel number, use of building, etc.)	☐	☐
SITE PLAN	Site plan including property boundaries and north arrow clearly identifying the location of the PV installation.	☐	☐
	Site Plan shall indicate location of electrical service, combiner box, inverter, a/c & d/c disconnects, junction boxes and battery banks.	☐	☐
	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.	☐	☐
CONSTRUCTION PLANS	**Roof Mount:**		
	Provide Roof Plan indicating location and total coverage (area) of PV array. Roof plan shall show adequate access and pathways based on the Solar Voltaic Installation Guide by the State Fire Marshal's Office and CalFire: (http://osfm.fire.ca.gov/pdf/reports/solarphotovoltaicguideline.pdf)	☐	☐
	Provide Partial Roof Framing Plan identifying size and spans of members that support the PV system	☐	☐
	Provide details indicating attachment of PV modules to roof framing. Verify method of waterproofing and flashing.	☐	☐
	Ground Mount:		
	Foundation Plan with foundation details referenced to applicable details.	☐	☐

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	☐	☐
	Clearly identify the point of interconnection with the utility supplied wiring system and provide details on main breaker, PV breaker and rating of bussing.	☐	☐
	Indicate type and size of all conduit and conductors throughout the PV system	☐	☐
	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.	☐	☐
	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.	☐	☐
	Identify DC array solar panel Voc and Isc rating on plans.	☐	☐
GENERAL NOTES (ADD NOTES TO PLANS)	The installation of the PV system shall conform to the requirements of the 2013 California Building Code and the 2013 California Electrical Code, Article 690 and any other applicable articles or standards."	☐	☐
	Installation shall be provided by a California Licensed Contractor (B, C-46 or C-10).	☐	☐
	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.	☐	☐
	Any solar structure that requires variation from the setback or height restriction of the R1 Ordinance may be allowed with a minor Residential Permit (per Section 19.28.090). Solar installations may not result in privacy impacts, shadowing, intrusive noise or other adverse impacts to the surrounding area.	☐	☐

NOTE: All drawings must be signed by the person preparing them. All work shall comply with the 2013 California Building Code and the 2013 California Electrical Code, Article 690.

PROJECT INFORMATION

SITE ADDRESS	**APN**	DATE
OWNER NAME	OWNER PHONE	

FEE ESTIMATE FOR PHOTOVOLTAIC SYSTEMS: *To determine the permit fee for Photovoltaic Systems, download the Fee Estimator from the City's website.*

INSTRUCTIONS TO CALCULATE FEE:

- *Select 'Building Permit' for PERMIT TYPE.*
- *Specify VALUATION of project.*
- *Select 'Alternative Energy System' and 'Photovoltaic System' in MISC ITEMS in bottom right hand section of form.*
- *Specify Quantity of Systems to be installed.*

The calculated fees are only an estimate. Contact the Bldg Dept for additional info.