



CITY OF SIERRA MADRE

Planning & Community Preservation Department
232 W. Sierra Madre Boulevard, Sierra Madre, CA 91204
Phone (626) 355.7138 fax (626) 355.2251

RESIDENTIAL SOLAR PLAN CHECK SUBMITTAL CHECKLIST (SOLAR VOLTAIC SYSTEM)

ADMINISTRATIVE

1. Provide three sets of plans, including site/plot plan.
2. Attach all manufacturer specification sheets, installation instructions and U.L. listings to the plans.
3. Plans are to be signed by State of California licensed contractor with any of the following classifications "A", "B", "C-46", "C-10", licensed electrical engineer or licensed architect. Provide signature and contractor license number on each sheet.
4. The owner's name and address shall be on all plan sheets and the plans shall be specific to the project.
5. The owner and his agent shall sign and date a copy of "**Structural Guideline for Plan Check Submittal on Solar Panel Support**" form with permit application. (See Attached)

ROOF PLAN

1. Provide a roof plan as part of the site plan. Show the location and dimensions of all solar voltaic equipment and PV arrays.
2. Provide a partial roof framing plan. Show new and existing supporting rafters, beams and headers including rafter size, span and spacing. Identify roof sheathing and roofing materials.
3. Detail equipment support connections to roof. Provide a detail for flashing and water proofing at system supports.

ELECTRICAL

1. Provide Electrical drawings to show compliance with the applicable provisions of the 2007 California Electrical Code.
2. Show the location of the main electrical service, AC, DC disconnects, and all solar voltaic equipment and PV arrays on the roof plan.
3. Single Line Diagram: show array configuration, conduit and conductors sizes with derating calculations.
4. Inverter Information: show model number, specification cut sheets and maximum D.C. input.

5. PV Module Information: show number of modules in series, number of parallel source circuits.
6. Provide note on plans: "System installation shall be per NEC 690 and is subject to field inspection by the city."
7. System Labels and Warning: show required signage on the plans per 2007 NEC- Article 690.
8. The co-generator (the property owner) shall install and maintain an appropriate metering system which will enable compliance with the City of Sierra Madre's tax on cogenerated electricity. (*The property owner shall be responsible for reading the meter.*) The amount of the tax collected in one month shall be remitted to the tax administrator on or before the last day of the following month. (See the City of Sierra Madre's Municipal Code Section 3.36.060 Tax on cogenerated electricity.)

ENGINEERS REPORT

No engineering report required for submittal if following criteria is met: (See Attached "Structural Guidelines for Plan Check Submittal on Solar Panel Support").

PLAN CHECK REVIEW

If all materials are submitted as outlined, approximate Plan Check Review for small residential rooftop installations less than 10KW (kilowatts) in size.

BUILDING INSPECTION

One inspection is required for small residential and performed by the Building Division for small residential rooftop solar energy systems eligible for expedited review. Such an inspection will be scheduled within two (2) business days of a request for such an inspection.

CORRECTIONS

Additional corrections may occur after review of new or revised information is submitted. Please provide complete documentation and return all supporting reports and calculations. All submitted documents will be returned to you with the corrections. Please prepare a written response to these corrections, on the plans returned to you, and include those plans with the re-submittal.

If you have any questions regarding the above submittal requirements, please contact the Building Official, Planning & Community Preservation Department at (626)355-7138.

**STRUCTURAL GUIDELINES FOR PLAN CHECK SUBMITTAL ON
SOLAR PANEL SUPPORT**

No engineer's report or calculation required if the following criteria are met.

1. Existing roofing material must weight four pounds per square foot or less. (Maximum of two layers Asphalt Shingle or Composition roofing)
2. The existing roof rafters or roof joist span shall not exceed these dimensions:

2x4 spacing at 24" ----- 6'-11"

2x4 spacing at 16" ----- 7'-11"

2x6 spacing at 24" ----- 10'-11"

2x6 spacing at 16" ----- 12'-6"

3. The distribution weight of the solar module and mounting system should not exceed three pounds per square foot.

**DO NOT CONNECT SOLAR VOLTAIC SYSTEM TO MAIN POWER SUPPLY UNTIL AFTER
FINAL APPROVAL BY CITY INSPECTOR!**

The undersigned acknowledges that the above criteria are met:

Owner

Date

Authorized Agent

Date

Address