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**Information Required for Photo-voltaic Plan Check Submittal**

**Residential Photovoltaic (PV) Plan Check Submittal Guidelines**

**REVIEW:**

Photovoltaic systems will receive over-the-counter review when the items indicated in the Submittal Guidelines below are complete. If plans are submitted for review, the plan review will be expedited at no additional cost to the applicant (1-2 weeks). Also plan review can be done over the counter from Monday, Wednesday, and Thursday from 8am-10:30am. (Maximum **2 per day** for over the counter)

**PLAN SUBMITTAL GUIDELINES**

**ADMINISTRATIVE:**

Complete permit application form. The permit application can be downloaded at [www.comptoncity.org](http://www.comptoncity.org). The forms **must be submitted to the Building Department in person**. The Building Department counter hours are 7:00 am to 6:00pm, Monday through Thursday, closed every Friday, we are also closed from 12pm-1:30pm Monday - Thursday.

1. The following clearances or approvals are required before a building permit can be issued:
  - Building and Safety

**SITE PLAN**

2. Provide full dimensioned site plan. Show lot size, street, alley, easements, parking spaces, location, size and use of all structures on the lot, and property line. Identify property lines, lot dimensions, and distance to property line, Minimum scale 1/8 : 12.
3. Show size, location, type of main service panel (ie. top-feed, center-fed), location of all solar arrays and equipment.

**Please Note: Any non-permitted structure that has array installation will not be finalized until all required permits are obtained and finalized.**

**LINE DIAGRAMS**

4. Provide a minimum of a single line diagram showing:
  - a. Array configuration
  - b. Array wiring identified
  - c. Combiner/junction box identified
  - d. Conduit/wiring from array to inverter identified
  - e. DC grounding system specified
  - f. Disconnecting means specified
  - g. Inverter specified
  - h. Conduit/wiring from inverter to utility point of connection identified
  - i. AC grounding and system grounding specified
  - j. Point of connection attachment method identified

**INVERTER INFORMATION**

5. Provide inverter manufacturer specification sheet

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### PV MODULE INFORMATION

6. Provide module manufacturer specification sheet

### ARRAY INFORMATION

7. Show the following on the plan:
  - a. Number of module in series
  - b. Number of parallel source circuits
  - c. Total number of modules
  - d. Operating voltage
  - e. Operating current
  - f. Maximum system voltage
  - g. Short-circuit current

### WIRING AND OVERCURRENT PROTECTION

8. Show the following on plan:
  - a. Wire type shall be 90° C wet and continuous rated
  - b. Overcurrent protection on inverter output circuit is sufficient

### ROOF INFORMATION (ROOF TOP SYSTEM)

9. Show the following information on plan:
  - a. Weight of the arrays (pounds per square foot including mounting hardware)
  - b. Describe and show the roof structural elements
  - c. Identify roof type
  - d. Provide detail of photovoltaic panel mounting hardware attachment to the roof framing members
  - e. Provide mounting hardware manufacturer specification
  - f. Where systems are 7 KW or larger, provide engineering calculations for dead load, lateral resistance, and wind uplift effects.

### REQUIRED PHOTOVOLTAIC SIGNS

1. **DC COMBINER/ JUNCTION BOX:**
  - a. "Warning. Electrical shock hazard. The direct current circuit conductors of this photovoltaic power system are ungrounded but may be energized with respect to ground due to leakage paths and/or ground faults."
2. **DC DISCONNECT:**
  - a. "Warning. Electrical shock hazard. The direct current circuit conductors of this photovoltaic power system are ungrounded but may be energized with respect to ground due to leakage paths and/or ground faults."
  - b. "PV system- DC disconnect"
  - c. \*At accessible location\*
    - 1) Operating current
    - 2) Operating voltage
    - 3) Maximum system voltage
    - 4) Short-circuit current
3. **INVERTER:**
  - a. "If a ground fault is indicated, the normally grounded conductors may be energized and ungrounded."
  - b. "Warning. Electrical shock hazard. Do not touch terminals. Terminals on both the line and load sides may be energized in the open position."
  - c. "The maximum AC output operating current \_\_\_\_\_"
  - d. "The operating AC voltage \_\_\_\_\_"
  - e. PV power source (DC)

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|----------------------|---------------------------|
| 1) Operating current | 3) Maximum system voltage |
| 2) Operating voltage | 4) Short-circuit current  |

### 4. AC DISCONNECT:

- a. "PV system- AC disconnect" PV Signage

### 5. METER:

- a. "The maximum AC output operating current \_\_\_\_\_"
- b. "The operating AC voltage \_\_\_\_\_"
- c. "Dual sources: Second source is Photovoltaic"

6. Permanent directory or plaque providing location of service disconnecting means and photovoltaic system disconnecting means, if not located at the same location.

### INSPECTIONS:

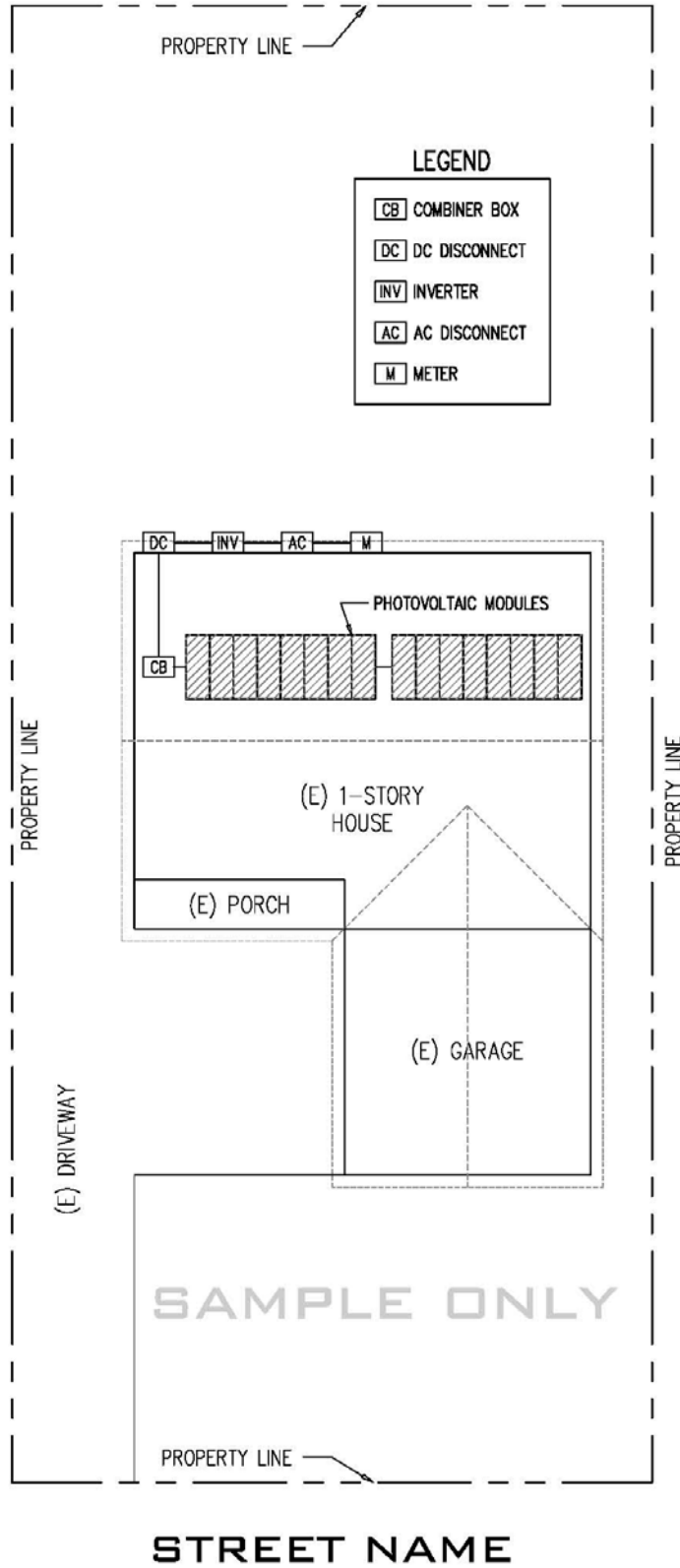
After completing the installation, schedule for a final Building and Electrical inspection of the panels and related equipment. Same day combination building and electrical inspections are provided Monday-Thursday when requested online. Inspections can be made any time (24/7) by scheduling your inspection request online at [www.comptoncity.org](http://www.comptoncity.org)

### SAMPLE SITE PLAN

Site plan shown is to illustrate the necessary information required for full plan review. Complete and accurate site plan is required for review and approval.

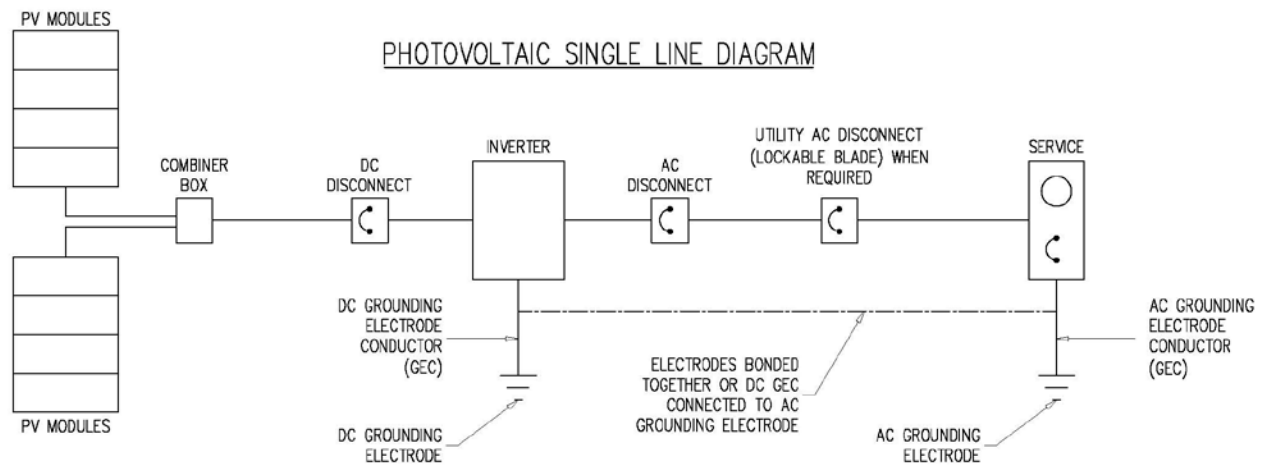
For additional information regarding this permit process, please contact the Building Division at (310) 605-5509.

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## Basic Information Required for Photovoltaic Plan Check Submittal

**SAMPLE LINE DIAGRAM** For  
informational purposes only



- ALL WIRING IN A SOLAR PHOTOVOLTAIC SYSTEM SHALL BE IDENTIFIED
- FOR INFORMATIONAL PURPOSES ONLY.