

	<p style="text-align: center;"> SOLAR SUBMITTAL REQUIREMENTS <10KW CITY OF HAWAIIAN GARDENS DEPARTMENT OF COMMUNITY DEVELOPMENT BUILDING AND SAFETY DIVISION 21815 Pioneer Boulevard Hawaiian Gardens, Ca 90716 (562) 420 2641 </p>	E-002
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This information bulletin is published to guide applicants through a streamlined permitting process for solar photovoltaic (PV) projects 10 kW in size or smaller. This bulletin provides information about submittal requirements for plan review, required fees and inspections. To determine if your project is eligible for the streamlined permitting process please fill out the Eligibility Checklist on page four of this document. Should you answer no to any of the items in the checklist you will need to submit your plans in person at the Community Development Department.

It shall be the applicant's responsibility to ensure that any structure proposed to be utilized for the support of a rooftop solar panels is a legally permitted structure. It is recommended that applicants discuss the proposed installation location with the City Community Development Department prior to permit application. Installations performed on an illegal structure shall be cause for the removal of the panels and structure and any and all associated equipment unless a permit can be ascertained for the illegal structure.

1. Approval Requirements

The following permits are required to install a solar PV system with a maximum power output of 10 kW or less:

- a) A SOLAR PERMIT IS REQUIRED.

Planning review is required for solar PV installations of this size.

Fire Department approval is **NOT** required for solar PV installations of this size.

2. Submittal Requirements

- a) Completed permit application form (available online)
- b) Demonstrate compliance with the eligibility checklist for expedited permitting (page 3).
- c) A completed Standard Electrical Plan. The standard plan may be used for proposed solar installations 10 kW in size or smaller (available online).
- d) A site plan and roof plan showing roof layout, PV panels, equipment location (invertors, AC disconnect, solar load center, and service panel) and the following fire safety items: approximate location of roof access point, location of code-compliant access pathways, PV system fire classification and the locations of all required labels and markings. Examples of clear path access pathways are available in the State Fire Marshal Solar PV Installation Guide.
<http://osfm.fire.ca.gov/pdf/reports/solarphotovoltaicguideline.pdf>.
- e) Completed expedited Structural Criteria along with required documentation.

3. Plan Review

Permit applications can be submitted to the Building Department in person at Community Development Department and electronically by printing and filling out the correct forms and emailing the forms directly to Buildingtech@hgcity.org. Please include your plans.

Approved plans and permits must be picked up in person at the Community Development Department. The City will contact you directly when your plans are ready for permit issuance or if corrections are required.

4. Fees

Fees are required prior to the processing of any applications in the amount of \$407.57.

You may pay the fees in person at the City Community Development Department or online.

5. Inspections

Once all permits to construct the solar installation have been issued and the system has been installed, it must be inspected before final approval is granted for the solar system. On-site inspections can be scheduled by contacting the Building Department by telephone at (562) 420-2641, extension 244. Inspection requests received within business hours are typically scheduled for the next business day. If the next business day is not available, the inspection will be scheduled as soon as possible.

Permit holders must be prepared to show conformance with all technical requirements in the field at the time of inspection. The inspector will verify that the installation is in conformance with applicable code requirements and with the approved plans.

The following are common points of inspection the applicant should be prepared to show compliance:

- Number of PV modules and model number match plans and specification sheets number match plans and specification sheets.
- Array conductors and components are installed in a neat and workman-like manner.
- PV array is properly grounded.
- Electrical boxes are accessible and connections are suitable for environment.
- Array is fastened and sealed according to attachment detail.
- Conductors ratings and sizes match plans.
- Appropriate signs are property constructed, installed and displayed, including the following.
 - Sign identifying PV power source system attributes at DC disconnect
 - Sign identifying AC point of connection
 - Sign identifying switch for alternative power system
- Equipment ratings are consistent with application and installed signs on the installation, including the following.
 - Inverter has a rating as high as max voltage on PV power source sign.
 - DC-side overcurrent circuit protection devices (OCPDs) are DC rated at least as high as max voltage on sign.
 - Switches and OCPDs are installed according to the manufacturer's specifications (i.e., many 600VDC switches require passing through the switch poles twice in a specific way).
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 - Inverter is rated for the site AC voltage supplied and shown on the AC point of connection sign.
 - OCPD connected to the AC output of the inverter is rated at least 125% of maximum current on sign and is no larger than the maximum OCPD on the inverter listing label.
 - Sum of the main OCPD and the inverter OCPD is rated for not more than 120% of the bus bar rating.

Eligibility Checklist

GENERAL REQUIREMENTS

- A. System size is 10 kW AC CEC rating or less Y N
- B. The solar array is roof-mounted on one- or two-family dwelling or accessory structure Y N
- C. The solar panel/module arrays will not exceed the maximum legal building height Y N
- D. Solar system is utility interactive and without battery storage Y N
- E. Permit application is completed and attached Y N

ELECTRICAL REQUIREMENTS

- No more than four photovoltaic module strings are connected to each Maximum PowerPoint Tracking (MPPT) input where source circuit fusing is included in the inverter Y N
- 1) No more than two strings per MPPT input where source circuit fusing is not included Y N
 - 2) Fuses (if needed) are rated to the series fuse rating of the PV module Y N
 - 3) No more than one non-inverter-integrated DC combiner is utilized per inverter Y N
- A. For central inverter systems: No more than two inverters are utilized Y N
 - B. The PV system is interconnected to a single-phase AC service panel of nominal 120/220 Vac with a bus bar rating of 225 A or less Y N
 - C. The PV system is connected to the load side of the utility distribution equipment Y N
 - D. A Solar PV Standard Plan and supporting documentation is completed and attached Y N

STRUCTURAL REQUIREMENTS

- A. A completed Structural Criteria and supporting documentation is attached Y N

FIRE SAFETY REQUIREMENTS

- A. Clear access pathways provided Y N
- B. Fire classification solar system is provided Y N
- C. All required markings and labels are provided Y N
- D. A diagram of the roof layout of all panels, modules, clear access pathways and approximate locations of electrical disconnecting means and roof access points is completed and attached Y N

Notes:

1. *These criteria are intended for expedited solar permitting process.*
2. *If any items are checked NO, revise design to fit within Eligibility Checklist, otherwise permit application may go through standard process.*