



SOLAR PHOTOVOLTAIC SYSTEMS

PLANS AND DOCUMENTS REQUIRED FOR SUBMITTAL OF PV SYSTEMS

ROOF MOUNT:

Two sets of plans that include a plot plan, a roof plan, electrical single line diagram and system information.

1. The plot plan shall include:
 - a. Location of existing electric service(s) and panel(s).
 - b. The location of all solar equipment including the solar panel layout, inverter(s) and other optional equipment (batteries, generators, etc.) that will be installed under this permit.
2. The electric single line diagram shall include a description of all electrical installations from the existing service to the solar panels.
 - a. Necessary information includes conductor sizes and insulation types, overcurrent protection, grounding, GFCI protection, disconnect locations, amperage loading and a voltage description of all circuits.
3. The roof plan shall indicate the location of the panels, all other roof-mounted equipment and include the distances from panels to the roof edges.
4. System Information:
 - a. Provide at least one copy of the manufacturer's information for the solar equipment including solar panels, inverter(s) and other solar components that will be installed.
 - b. Include the following notes describing necessary permanent signage:
 - i. To be installed adjacent to the main electric service: "THIS ELECTRIC SERVICE IS ALSO SERVED BY A PHOTOVOLTAIC POWER SYSTEM."
 - ii. To be installed at the main electrical service photovoltaic disconnect: "PHOTOVOLTAIC DISCONNECT MEANS."
 - iii. To be installed where terminals of the disconnect may be energized in the open position: "WARNING-ELECTRICAL SHOCK HAZARD-TERMINALS ON BOTH LINE AND LOAD SIDES MAY BE ENERGIZED IN THE OPEN POSITION."
 - iv. Exterior building elevations may be required.
5. SDG&E Service Workorder if the main service is being upgraded. Single line drawings and load calcs are required if the new service is over 200 amps.

GROUND MOUNT:

Planning Dept. approval is required. Engineering Dept. approval may also be required.

1. If the property is on a septic system, a verification stamp regarding the location of septic system on the property is required. Applicants shall contact the County Health Dept. to have the plot plan stamped prior to submitting to the City. County Health Dept. requires a minimum setback of 8 feet from any leech line or 5 feet from any septic tank location. Ground mounted PV System Permits cannot be issued without County Health Dept. verification stamp.

2. Same items as roof mount plus detailed construction plans, including the structural plans and foundation system, of the rack(s). The roof plan is not required if there is no roof-mounted equipment.

INSPECTIONS REQUIRED:

1. Roof Mount:
 - a. Final. After completion of equipment installation, signage and conductors. Note - the solar system disconnect should be in the "off" position until the installation is completed.
2. Ground Mount:
 - a. Underground electric.
 - b. Foundation.
 - c. Framing for rack system.
 - d. Service upgrade, if applicable.
 - e. Rough electric after installation of concealed wiring.
 - f. Final. After completion of equipment installation, rack(s), signage and conductors. Note - the solar system disconnect should be in the "off" position until the installation is completed.

Building Division Counter is open between the hours of 7:30 a.m. and 5:30 p.m. (closed for lunch 11:30 a.m. - 12:30 p.m.) Monday through Thursday. City Hall and the Building Division counter are closed on alternating Fridays ([see calendar](#)). Our Friday hours are 8:00 a.m. – 5:00 p.m. (closed for lunch 11:30 a.m. - 12:30 p.m.).

*****Please contact the Poway Building Division if you have any questions or concerns at (858) 668-4645 or building@poway.org*****