

PHOTOVOLTAIC SYSTEM CHECKLIST FOR DIGITAL PLAN SUBMITTALS

Attention Contractors/Homeowners: To streamline the review process for photovoltaic system submittals, please verify and initial the items listed below attached in your packets.

- _____ 1. Provide **one multi-page PDF file** with the following formatting requirements:
 - 11x17 minimum page size, landscape orientation for **residential roof mounted systems**
 - 24 x 36 minimum page size, landscape orientation for **ground mounted and commercial roof mounted systems**
 - Drawings must be generated from drafting software (no scanned files)
 - Drawings must be drawn to scale
 - Each plan page must have an empty column 3.5-inch wide x 6 inches tall on the right side of plan pages to allow for county stamps
 - File must be unsecured to allow for approval stamps and comments
 - File must be named as follows: **123 Street Name – Plans**
 - File size maximum is 100MB

- _____ 2. For ground racks, provide a site plan. For roof mounted systems provide roof plans showing module locations. Show inverter, batteries, and all equipment for the system and locations for the equipment.

- _____ 3. Provide single line drawings of how the system ties into the house electrical system and the existing PG&E equipment. **Please allow room for stamps and notes.**

- _____ 4. Provide module manufacturer's installation and grounding instructions.

- _____ 5. Provide manufacturer's specification sheet for:
 - a. Inverter
 - b. Microinverter
 - c. Power Optimizers
 - d. Any Alternate Power Sources
 - e. 8 ½ x 11 minimum size per page, must be clear and legible

- _____ 6. Provide details for the racks and show the anchoring details for the attachments to the roof.

- _____ 7. Provide sheet showing all labels required for system per Article 690, CEC 2019.

- _____ 8. Roof mounted plans that are not flush mounted and over 10kW must be approved by the City Planning Department for Moraga, Orinda, Lafayette, Clayton and Hercules.

- _____ 9. Ground mounted plans must be approved by the City or County Planning Department AND the Sanitary OR Environmental District prior to submittal.

I have verified all information is included in my submittal.

Signature _____

Date: _____

Printed Name _____