



**City of Carmel-by-the-Sea Building  
Safety Division  
Guidance Document**

## **24-05 Residential Photovoltaic-Solar Submittal Requirements**

In an effort to expedite the plan review and permitting process, the building official has determined that all plans submitted for building permits from the Building Safety Division shall be generally complete prior to the application being accepted for review. This Guidance Document provides a checklist that will be used by staff to determine completeness at the time of the submittal. While not all items are applicable to all projects, the staff will determine, based on the submittal documents and communication with the applicant, whether the plans are generally complete and acceptable for review. Please confirm plan content by **checking** the appropriate boxes and **signing** below. **Applications deemed incomplete will not be accepted for review.**

**The permit may only be issued to a properly licensed C10 or C46 contractor. Plans drawn or prepared by design professionals requires each sheet to be signed and all plans shall include designer's name, address and contact information.**

### **1. General – Submittal Requirements**

- Signature on all pages by design professional(s)
- Name, title, registration number, address, email and telephone number of applicable design professional(s)
- If you are derating the main panel, you must submit a load calculation for the entire house

### **2. Roof Top Photovoltaic - Submittal Requirements**

- Cover sheet** shall include, name, address, assessor parcel # (APN), contact information of the property owner and the contractor including license type & license number. General information about the system being installed, including the brand, # of panels and kW size. Also list the 2022 California Building Code, 2022 California Electrical Code, 2022 California Residential Code, 2022 Fire Code & 2020 National Electric Code
- Site plan**, per CRC R106.2 - show all property lines, building footprint, building setbacks, all existing and proposed utility locations, street & driveway location, North arrow.
- Floor plan**, drawn to scale showing room locations, window & door locations including emergency escape locations per CRC-R324.6.3 (For one story houses please note: R324.6.3 N/A).
- Roof plan**, per CRC 324.4 - drawn to scale, with the following information: North arrow; direction to street frontage, main electric meter and panel, DC disconnect, inverter, AC disconnect; roof slope, materials of roof covering, roof dimension, location of array(s). Include rafter spans and intermediate bracing (purlins)
- Show rooftop setbacks** per CRC – R324.6 through R324.6.2.1 & Note the rapid shut down controlled limits for inside and outside the array boundary per CEC – Article 690.12 (B).
- Single line diagram** of all electrical equipment clearly showing: size of main panel, sub panels, rapid shut down, PV system equipment including make, model and size of units, disconnects and wire size and type.
- Conductor sizing** calculations per CEC – Article 690.8.

- PV back-feed breaker & calculations** (120% rule) or for “Solar Ready” panels provide specifications and listings also include in line diagram per CEC – Article 705.12 (B)(2)(3).
- Three Digital Photographs** of the Main Service Panel- (1) with the panel “dead front” cover installed (2) with the “dead front” cover removed (3) a picture of the panel manufactures label.  
*NOTE: Panel boards and load centers that appear compromised, modified, missing identification labels or are known to be hazardous will be required to be replaced. If a new main service panel is proposed, a licensed electrical contractor is required to replace the main service panel. Zinsco & Federal Pacific panel boards are required to be replaced.*
- Show actual proposed labels** and placards including site plan placard as required by code and policy. Note where to be located with approximate dimension of the label per CEC Article 690, be sure to include rapid shut down.
- Provide documentation** of all proposed equipment, include equipment type, listing, testing agency approvals, etc. of all equipment per CEC – Article 690.4 (B).

### 3. Ground Mount Photovoltaic - Submittal Requirements

- Pre-submittal site visit required** to determine feasibility and code compliance. Contact the Building Department at 831-620-2065 to schedule the pre-submittal site visit.

\* Please be aware Smoke and Carbon Monoxide Alarm inspection or affidavit verification will be required at Final Inspection per CRC Section R315 and CBC 907.2.10.5.2

**I have read the above information and have submitted all the required information.**

Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
**Staff Use Only-** Application # \_\_\_\_\_ Received By \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_