



## **Solar Submittal Checklist**

- ☐ **Permit application filled out properly – Owners signature, contractors signature, and authorized agent**  
designated – if applicable
- ☐ Workers Comp forms filled out completely
- ☐ Verify contractor's license and workers comp
- ☐ Project description
- ☐ Plans
  - ☐ Site plan showing locations of major solar components on the property
  - ☐ Roof layout plan is needed to show the proposed module layout with 3'-0" perimeter space at sides and ridge(s), roofing type (Composition Shingles, Metal, etc.)
- ☐ Electrical diagram (Single Line) showing:
  - ☐ PV module array configuration
  - ☐ Electrical calculations
  - ☐ type and sizes of conductors
  - ☐ overcurrent protection
  - ☐ inverter, disconnects
  - ☐ REQUIRED SIGNAGE
  - ☐ AC connection to building (Main Service Entrance)
  - ☐ Batteries with conductor sizes (if applicable)
  - ☐ Battery boxes and venting (if applicable)
- ☐ Structural calculations:
  - ☐ For existing roof and with added PHOTOVOLTAIC loads
  - ☐ **Verify snow load - Roof snowload AND Ground snowload**
  - ☐ Photovoltaic Module attachment to Roof
  - ☐ Solar rack system ( snow and wind loads)
  - ☐ Foundation plan and Structural calculations for ground mount and pole mount (if applicable)
- ☐ Specification Sheets:
  - ☐ PHOTOVOLTAIC modules
  - ☐ Inverters
  - ☐ MPP's
  - ☐ combiner box(es)
  - ☐ disconnects
  - ☐ Mounting rack snowload rating
  - ☐ Rack Fire rated listing

## Revisions

**If revisions are desired or required after the initial building permit submittal, the following applies:**  
**Revisions not complying with these requirements will be returned as incomplete.**

1. All changes, additions, and/or deletions are to be "clouded" on all sheets where the revision(s) applies.
2. A revision legend is required on each revised sheet, which shows revision reference number, date of the revision, and who/what initiated the revision, e.g., owner, plan-check, field change, or "as-builts" to reflect deviation from approved construction drawings.
3. The sheet number is to be modified to add the suffix "R#" to the previous sheet numbering, where # is number of times the sheet has been revised. Example: Sheet number was originally Sheet S4. The first revision to this sheet would be labeled Sheet S4 - R1. A second revision to the Sheet S4, would be labeled as Sheet S4 - R2.
4. When more than 50% of the construction drawing sheets contain revisions, two new fully collated sets of construction drawings are required, unless the entire construction drawing set is less than eight total sheets.
5. If the revision increases or decreases the square footage of any portion of the project, one additional floor plan sheet(s) is required for the County Assessor, and permit fees will be appropriately adjusted.
6. Plan-check review of the revision is charged at the current department hourly rate.
7. If the revisions alter the exterior of the previously approved plans and project required local subdivision design review then those changes must also be approved before submitting the revisions to the building department.