



Submittal Requirements for PV Systems for One- and Two- Family Dwellings

ATTACHMENT A
BCM 6807
Article 1
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This information bulletin is published to guide applicants through a streamlined permitting process for small residential rooftop solar photovoltaic (PV) projects 10 kW in size or smaller. This bulletin provides information about submittal requirements for plan review, required fees, and inspections.

1. Approval Requirements

A combined solar energy permit, which includes building and electrical work, is required to install a solar PV system with a maximum power output of 10 kW.

2. Submittal Requirements

- a) Completed permit application form. This permit application form can be downloaded at <http://dpw.lacounty.gov/bsd/content>.
- b) Demonstrate compliance with the eligibility checklist for expedited permitting. See Attachment B – Eligibility Checklist for Expedited Solar Photovoltaic Permitting.
- c) A completed Standard Electrical Plan. The standard plan may be used for proposed solar installations 10 kW in size or smaller and can be downloaded at <http://dpw.lacounty.gov/bsd/content>.
- d) A roof plan showing roof layout, PV panels 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. Structural Criteria can be downloaded at <http://dpw.lacounty.gov/bsd/content>.
- f) Completed Form A, Form B, or Form C Affidavit. Forms A, B, and C can be downloaded at <http://dpw.lacounty.gov/bsd/content>.

3. Plan Review

Permit applications can be submitted electronically through the following website: <https://dpw.lacounty.gov/bsd/bsop> or to the local office having jurisdiction for the project, see <http://dpw.lacounty.gov/general/ServiceLocator/>.

4. Fees

Pursuant to Section 6805 of the Building Code, permit fees for the installation of small residential rooftop solar energy systems shall be charged according to the applicable fees prescribed in Section 107 of this Code and Section 82-8 of the Electrical Code, as applicable. The combined permit fee for small residential rooftop photovoltaic systems shall not exceed \$500 unless modified by or in accordance with Government Code Section 66015 or other applicable law.

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 local office by telephone. For contact information see our website at: <http://dpw.lacounty.gov/bsd/index.cfm?p=offices>.

Inspection requests received within business hours are typically scheduled for the next business day. If next business day is not available, inspection should happen within a five-day window.

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 inspection checklist provides an overview of common points of inspection that the applicant should be prepared to show compliance. Common checks will include the following:

- Number of PV modules, layout, orientation and model number match plans and specification sheets.
- Array conductors and components are installed in a neat and workman-like manner.
- PV array is properly grounded and bonded matching approved plan details, specification sheets and installation instructions.
- Electrical boxes are accessible and connections are suitable for environment.
- Array is fastened and sealed according to attachment detail.
- Conductor type, rating and sizes match plans.
- Appropriate signs are properly 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

- Sign identifying PV power source circuits at junction boxes and combiner box.
 - Sign identifying PV circuits on raceways.
 - Permanent plaque or directory, denoting all electric power sources on or in the premises.
- 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).
 - 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.
- Photographs or video image of attachment of the PV panels to the roof. Photos shall display 10% but no fewer than two of the total attachment points. See Attachment F - Inspection Guide for PV Systems.

6. Departmental Contact Information

For additional information regarding this permit process, please consult our departmental website at <http://dpw.lacounty.gov/bsd/content> or contact the local office having jurisdiction for the project.