



Submittal Requirements Bulletin – Solar Photovoltaic Installations 10 kW or Less in One- and Two-Family Dwellings

This information bulletin is published to guide applicants through a streamlined permitting process for 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

The following permits are required to install a solar PV system with a maximum power output of 10 kW or less:

a) Electrical Permit

- ❖ Planning and Fire Department review and approval is not required for solar PV installations of this size.

2. Submittal Requirements

- a) Completed permit application form. This permit application form can be downloaded at: <http://www.townofcortemadera.org/130/Building>
- b) Demonstrate compliance with the eligibility checklist for expedited permitting. These criteria can be downloaded at: <http://www.townofcortemadera.org/130/Building>
- 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://www.townofcortemadera.org/130/Building>
- 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 at: <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://www.townofcortemadera.org/130/Building>

3. Plan Review

Permit applications utilizing standard plan may be approved “over-the-counter” at 300 Tamalpais Dr., Corte Madera, CA 94925.

Permits not approved “over-the-counter” will be reviewed in one to three business days.

4. Fees

Electrical Solar Plan Check Deposit **	\$180.00
Electrical Solar Permit Fee	\$150.00
Administrative Fees (permit processing)	Assessed at a rate estimated to cover administrative costs
Plan Retention	\$1 per page of plans and documents

** A fee collected as a “Plan Review Deposit” is estimated to cover the cost of Building Division plan review services for a particular category of work. Total costs that are higher than the “Plan Review Deposit” may occur due to the need for consultant review services, complex plan review requirements, or due to review activities conducted by other Town agencies as stipulated in the fee resolutions and/or policies of such agencies. “Plan Review Deposit” payments that exceed the total cost of plan review services will be adjusted and overpayments will be refunded to the applicant.

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 Building Department by telephone at (415) 927-5062. 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. If not available, common checks include the following.

- Number of PV modules and model number match plans and specification sheets number match plans and specification sheets.
- Array conductors and components are installed in a neat and workman-like manner.
- PV array is properly grounded.
- Electrical boxes are accessible and connections are suitable for environment.
- Array is fastened and sealed according to attachment detail.
- Conductor’s ratings 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
- 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.

6. Departmental Contact Information

For additional information regarding this permit process, please consult our departmental website at <http://www.townofcortemadera.org/130/Building> or contact the Building Department at (415) 927-5062.