
RESIDENTIAL SOLAR PLAN CHECK SUBMITTAL REQUIREMENTS

Use this checklist to assemble the materials required for your application when submitting in Accela. The following items must be submitted digitally in order to process your application. **If the plans are not legible, or do not contain the information listed below, your application will be deemed incomplete and placed on hold. If an application is placed on hold it will not be processed forward into review until complete.**

REQUIRED EXHIBITS

1. A complete set of plans with Preparers name and signature, address, phone number and license stamp and number (if applicable) on each sheet. The plans, including approved site plan, must be drawn to scale as indicated and include all pertinent information, as applicable and noted below in Plan Content.
2. A complete set of Structural calculations for installation of Ground Mount and Reverse Tilt (>24" at tall side).
3. A complete set of manufacturer products ("cut-sheets") to be used throughout the installation.
4. Plans will NOT be accepted if marked with "Not for construction," "Review purposes only," or similar statements.
5. Plan set sheet size to be 11" x 17" minimum and 30" x 42" maximum for plan submittals. Calculations and/or product information sheets may to be submitted as 8½" x 11".
6. Each sheet shall have a clear space 3"x 3" titled "City use only".
7. File size(s) shall be limited to 200MB

PLAN CONTENT

1. Site Plan indicating:
 - a. Project data, scope of work, owner authorization
 - b. North Arrow
 - c. Property owner's name, address and phone number
 - d. Building footprint with lot dimensions and setbacks shown including all structures.

2. Roof Plan indicating
 - a. Location and orientation of all PV panels
 - b. Point of service connections and all necessary equipment locations
 - c. Fire/Service access pathways
3. Dimensioned Foundation Plan (for ground mount)
4. Elevations (for ground mount)
5. Structural Details
6. Electrical Single Line diagram showing all electrical components:
 - a. Wire/conduit sizing
 - b. Electrical load calculations if derating main service panel
7. Warning/Hazard stickers applicable to project