PALM DESERT PERMIT CENTER

Expedited Solar Photovoltaic Permitting for One-and Two-Family Dwellings

This information bulletin is published to guide applicants through a streamlined permitting process for roof-top solar photovoltaic (PV) projects **30kW** in size or smaller. This bulletin provides information about submittal requirements for plan review, required fees, inspections, and an eligibility checklist.

1. Submittal Requirements

- Completed permit application form. This permit application form can be downloaded at: https://www.cityofpalmdesert.org/our-city/departments/palm-desert-permit-center/building-safety-permits

- Demonstrate compliance with the eligibility checklist for expedited permitting. The criteria is attached to this informational bulletin or can be downloaded at: https://www.cityofpalmdesert.org/our-city/departments/palm-desert-permit-center/building-safety-permits/solar-information

- Provide a standardized or simplified photovoltaic plan that demonstrates:

  ✓ Title or Cover Sheet noting the 2019 California Electrical Code.

  ✓ Site and 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, and the locations of all required labels and markings.

  ✓ A simplified Electrical Plan:

  1. *Locations of main service or utility disconnect*
  2. *Total number of modules, number of modules per string and the total number of strings*
  3. *Make and model of inverter(s) and/or combiner box if used*
  4. *Single-line diagram of system*
  5. *Specify grounding/bonding, conductor type and size, conduit type and size and number of conductors in each section of conduit*

- Provide a simplified structural design:

  Provide structural drawings and calculations stamped and signed by a California-licensed architect, civil or structural engineer, electrical engineer or licensed contractor along with the following information.

  1. *The type of roof covering and the number of roof coverings installed*
  2. *Type of roof framing, size of members and spacing*
  3. *Weight of panels, support locations and method of attachment*
  4. *Framing plan and details for any work necessary to strengthen the existing roof structure*
  5. *Site-specific structural calculations*
  6. *Where an approved racking system is used, provide documentation showing manufacturer of the rack system, maximum allowable weight the system can support, attachment method to the roof or ground and product evaluation information or structural design for the rack system*

Eligibility Checklist
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These criteria are intended for expedited solar permitting process. If any items are UNCHECKED, revise design to fit within Eligibility Checklist, otherwise permit application must go through standard process which is (10 Business Day initial review/7 Business Day Follow-up Review)

1. General Requirements

☐ The photovoltaic system size is **30kW AC** CEC rating or less.
☐ The solar array is roof-mounted on a one- or two-family dwelling unit or permitted accessory structure.
☐ The photovoltaic system is utility interactive.
☐ Permit application and declaration is completed and attached.

2. Planning Department Requirements

☐ **Existing MPU Amps Doubling, e.g. 100 to 200 OR 125 to 225. PLANNING WILL NEED TO REVIEW.**
☐ Maximum height of "tilted" panels shall not exceed eighteen (18) inches.
☐ All wires shall be strapped to the modules/racking system. No loose or hanging wires are permitted.
☐ The racking system shall match the module frame and shall be a color compatible with the architectural character of the home or building.
☐ Modules shall be flush with one another and gaps between panels shall be minimized.
☐ Screening of panels is not required. Any screening material proposed shall be compatible with the architectural character of the home of building.

3. Electrical Requirements

☐ No more than four photovoltaic module strings are connected to each Maximum Power Point Tracking (MPPT) input where source circuit fusing is included in the inverter:

1) *No more than two strings per MPPT input where source circuit fusing is not included*
2) *Fuses (if needed) are rated to the series fuse rating of the PV module*
3) *No more than one non-inverter-integrated DC combiner is utilized per inverter*

☐ For central inverter systems: No more than two inverters are utilized.
☐ The PV system is connected to the load side of the utility distribution equipment.
☐ A Solar PV Standard Plan and supporting documentation is completed and attached.

4. Structural Requirements

☐ A completed Structural Criteria and supporting documentation is attached Wind and Seismic (if required).

5. Fire Safety Requirements

☐ Clear access pathways provided.
☐ Fire classification photovoltaic system is provided.
☐ All required marking and labels are provided.
☐ A diagram of the roof layout of electrical panels, modules, clear access pathways and approximate locations of electrical disconnecting means and roof access points are completed and attached.

I understand and affirm that the above information regarding the solar photovoltaic is true and accurate. If during the inspection process any deviation in this scope will result in stop work and full plan review. In the event a project requires supplemental plan reviews, a plan review fee of $168.00 per hour (with one-half hour minimum) will be collected from the applicant.

Applicant Signature: _____Date:_____

Project Address: _____