



COMMUNITY DEVELOPMENT DEPT.

701 Laurel Street
Menlo Park, CA 94025
650.330.6704
1/01/17

**PERMIT SUBMITTAL REQUIREMENTS FOR THE INSTALLATION
OF A SOLAR PHOTOVOLTAIC SYSTEM**

This handout describes the minimum submittal requirements for the installation of a solar photovoltaic system. In certain situations, additional information may be required. All work must meet the minimum requirements of the City of Menlo Park's Municipal Code.

Plans shall be drawn to a scale of 1/4 inch per foot or larger and shall be printed or drawn on white paper. Individual plan sheets must not exceed 34 inches x 44 inches in size. All copies shall be "**wet signed**" by the appropriate architect, designer, and/or engineer (i.e. original signature and stamp is required on each copied sheet).

Applicants are encouraged to have plans drawn by a professional architect or designer familiar with Menlo Park's building permit process. This will facilitate a timely review of the project plans. Section 5536.2 of the State of California Business and Professional Code requires all plans to be prepared by a person who is licensed in this state to prepare plans and specifications for non-single family residential projects. If the owner of a single family residential property wishes to complete the plans on his/her own, then it is suggested that he/she contact the Building Division to ensure that all information is prepared properly. It is to the applicant's advantage to submit legible and clear plans. Plans that cannot be read or understood will not be accepted. This may result in a delay of the plan review process and may cause additional costs to the applicant.

Depending on the scope of work for proposed non-residential solar photovoltaic system installations, the Menlo Park Fire District may require submittal for a permit and plan review for compliance to the 2016 California Fire Code. Please contact them directly for submittal information at www.menlofire.org or at (650) 688-8425.

If a project has received a Use permit or Variance from the City of Menlo Park Planning Division, the applicant is strongly encouraged to provide written documentation demonstrating compliance with all of the conditions associated with the project.

There will be **three (3) sets** of plans required for submittal. A complete set of plans includes the following:

Roof Plan (to include):

- Size and spacing of existing roof framing;
- Location of existing plumbing vents – Plumbing vents are not to be covered by the solar array. If the installation requires a plumbing vent be covered, approval by the Building Official is required prior to permit issuance;
- Proposed location of Solar Array;
- Location of solar array stand offs.

Roof Plan Details (to include):

- Connection of solar array stand off to existing roof framing;
- Roof flashing around the solar array stand offs;
- Calculation demonstrating the existing roof framing can support the additional dead loads, point loads, and wind loads due to the solar array attachment;
- A cross section of the existing roof;
- Additional support for existing roof framing if existing framing cannot support the additional loads from the solar array attachment.

Electrical Plan (to include):

- Location of inverter;
- Location of the required disconnect on the direct current side installed between the solar array and the inverter per section 690.15;
- Location of disconnecting means - This is the required disconnect for all conductors in the building from the photovoltaic system installed between the inverter and the point of connection. The disconnecting means is required to be located in a readily accessible location either on the outside of the building or structure or inside nearest the point of entrance of the system conductors per section 690.14(A). **As a policy, Menlo Park prefers the disconnecting means to be independent of the point of disconnect;**
- Location of the point of connection – This is connection of the solar photovoltaic system to the main electrical system;
- Location and length of conduit runs for all of the wiring;
- Wiring diagram including wire size and type showing the connection of the supply from the solar array to the point of connection and calculations demonstrating that the existing bus capacity and main disconnect will not be overloaded by the additional solar photovoltaic supply.

Other Documents Relating to Building Submittal

- Three (3) copies of the Structural Engineer’s calculations if roof framing modifications are required.
- Manufacturer’s specifications for solar panels and inverter