



SOLAR PERMIT SUBMITTAL REQUIREMENTS

The following information sheet details the documents that should be submitted to the Oakley Building Department in order to obtain a photovoltaic (solar) installation permit. Once the Building Department receives an application, it takes about 1 to 3 days for plan review and permit issuance. The fee for all residential solar systems up to 15kw is **\$304.20** (which includes plan review and inspections) regardless of the job valuation. Please provide the following plans and information at the time of permit application.

1. A completed City of Oakley Building Permit Application (2 pages) that is available from our office at 3231 Main St. in Oakley or on our City of Oakley website. To access our website downloadable forms and information sheets, click on “Departments”, “Building and Code Enforcement”, “Building Permits” (under Related Links), and then go to “Downloads” at the bottom of the page.
2. A set of plans that includes all of the following:
 - a. A site plan with the address of the project, the owner’s name, the installation contractors name, address, phone number (with contact name), and the contractor’s state license number. The site plan should show the location of all modules strings on the rooftop or in the yard. Pole or ground mounted arrays in the yard should include property line setbacks and include wet stamped engineering for seismic and wind loads. Allow 3’ clearance around rooftop arrays for fire access and maintenance.
 - b. An electrical line drawing that includes the module strings, combiner box(s), DC and AC disconnects, inverter(s), main electrical service panel (or subpanel), fuses and breakers, and the size, type, and number of conductors that connect all the equipment.
 - c. Provide system ampacity calculations and the wire size calculations for the DC and AC current carrying conductors.
 - d. Provide the manufacturer’s product information and installation sheets for the modules, inverter(s), racking systems, and other equipment. Be sure to include information for the grounding of the modules and the other non-current carrying equipment in the system.
 - e. Provide a summary of all required warning stickers or signs and include the wording and location of all the signs as required by the current California Electrical Code.

When calling for a final inspection, please have a ladder on site and a representative that can answer any questions that our Building Inspector might have. Also note that the California Residential Code sections R314.6.2 (a)(1) and R315.2.2 require that Smoke Alarms and Carbon Monoxide Alarms be installed (if not existing) along with any permit with a valuation exceeding \$1000.00. The Building Inspector will check for smoke and CO alarms at the time of final inspection or, the contractor can provide the “Certification form for Smoke Alarms and Carbon Monoxide Alarms” properly filled out by the property owner. A copy was provided along with the Building Permit documents. If you have any questions or comments, please contact the Oakley Building Department at 925-625-7005.

3231 Main St. Oakley, CA 94531 925-625-7005, 925-679-1707 (fax)

www.ci.oakley.ca.us