



## 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, in most cases, applications that are received during normal business hours will be processed within 24 hours (note that City Offices are closed on the first and third Friday of each month). The fee for all residential solar systems up to 15kw is **\$304.05** (which includes plan review and inspections).

Please provide the following plans and information at the time of permit application.

1. Submit 3 sets of plans. Plans need to include 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 R314.2.2 and R315.2.2 require that Smoke Alarms and Carbon Monoxide Alarms be installed (if not existing) along with any permit for alterations, additions, or repairs. 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.



## INSTRUCTIONS FOR AN EXPEDITED SOLAR PERMIT

**ELECTRONIC SUBMITTAL:** The fee for all residential solar systems up to 15kw is **\$304.05** (which includes plan review and inspections). Please send the following electronic documents as a PDF attachment: A full set of plans, a completed Building Permit Application, Eligibility Checklist for Expedited Solar Permitting for Single family dwellings, and a Credit Card Authorization Form, which allows us to process payment of the fees to your credit card. We will email back a job copy of the first page of the plans (with approval stamp and signature), a copy of the Building permit inspection card, a receipt for the credit card transaction, and a Smoke and CO detector form. Any changes to the electronically sent plans must be done as a “revision” – please send copies of the revised pages with all revisions clouded and a short explanation of the proposed changes. Email electronic solar submittals to all of the following: [martin@ci.oakley.ca.us](mailto:martin@ci.oakley.ca.us); [hurney@ci.oakley.ca.us](mailto:hurney@ci.oakley.ca.us); [guzman@ci.oakley.ca.us](mailto:guzman@ci.oakley.ca.us)

### Plans need to include 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.



ELIGIBILITY CHECKLIST FOR

EXPEDITED SOLAR PERMITTING FOR RESIDENTIAL SYSTEMS

Building Division Effective: 1/9/2020

Job Address: \_\_\_\_\_

Permit Number (office use only): \_\_\_\_\_

To be eligible for expedited permit processing, all of the following must be answered "YES"

GENERAL:

YES NO

- 1. The total system is rated at 10kw AC or less. \_\_\_\_ \_\_\_\_
- 2. The solar array is roof mounted on a one or two family dwelling or accessory building. \_\_\_\_ \_\_\_\_
- 3. The solar panel/module arrays will not exceed maximum building height (typically 35'). \_\_\_\_ \_\_\_\_
- 4. The solar system is utility interactive, without battery backup, and complies with CEC 690.12 (1) thru (5) for rapid shutdown \_\_\_\_ \_\_\_\_
- 5. The permit application, system plans and this checklist are completed and attached. \_\_\_\_ \_\_\_\_

ELECTRICAL REQUIREMENTS:

- 6. 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. \_\_\_\_ \_\_\_\_
  - a. No more than two strings per MPPT input where source circuit fusing is not included. \_\_\_\_ \_\_\_\_
  - b. Fuses (if needed) are rated to the series fuse rating of the PV module. \_\_\_\_ \_\_\_\_
  - c. No more than one noninverter-integrated DC combiner is utilized per inverter. \_\_\_\_ \_\_\_\_
- 7. For central inverter systems: No more than two inverters are utilized. \_\_\_\_ \_\_\_\_
- 8. The PV system is interconnected to a single-phase AC service panel of nominal 120/240 ac with bus bar rating of 225A or less \_\_\_\_ \_\_\_\_
- 9. The PV system is connected to the load side of the utility distribution equipment. \_\_\_\_ \_\_\_\_
- 10. A Solar PV Standard Plan and supporting documentation is completed and attached. \_\_\_\_ \_\_\_\_

STRUCTURAL REQUIREMENTS:

- 11. A completed structural criteria and supporting documentation is attached. \_\_\_\_ \_\_\_\_
- 12. The PV array weights less than 4 lbs. per square foot. \_\_\_\_ \_\_\_\_

FIRE SAFETY REQUIREMENTS:

- 13. Clear access pathways are provided (3' at gables and 18" at ridge with conditions, hips, and valleys). \_\_\_\_ \_\_\_\_
- 14. Fire classification solar system is provided. \_\_\_\_ \_\_\_\_
- 15. All required markings and labels are provided. \_\_\_\_ \_\_\_\_
- 16. A diagram of roof layout of all panels, modules, clear access pathways and approximate locations of electrical disconnecting  
Means and roof access points is completed and attached. \_\_\_\_ \_\_\_\_

I hereby certify that the photovoltaic system will be installed in accordance with the requirements set forth above and in accordance with the 2019 California Electric Code. I declare under penalty of perjury that the foregoing statement is true.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## CITY OF OAKLEY BUILDING PERMIT APPLICATION

JOB ADDRESS: \_\_\_\_\_ SUBDIV # \_\_\_\_\_ LOT # \_\_\_\_\_

PROJECT DESCRIPTION \_\_\_\_\_

PROJECT VALUATION: \$ \_\_\_\_\_ SEPTIC SYSTEM: YES  NO

PERMIT TYPE: BUILDING  MECHANICAL  ELECTRICAL  PLUMBING  SIGN   
SOLAR  PANEL UPGRADE Y/N DEMO  REROOF  POOL/SPA  -- Re-locate A/C Y/N

LIVING AREA SQ FT: \_\_\_\_\_ DECK/PORCHES SQ FT: \_\_\_\_\_ GARAGE SQ FT: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ PHONE #: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ STATE LIC #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ PHONE # \_\_\_\_\_

ARCH/ENGR: \_\_\_\_\_ LIC # \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PROJECT MANAGER: \_\_\_\_\_ PHONE #: \_\_\_\_\_

### Permitted work hours:

Operate or perform construction or repair (which creates noise) within or adjacent to a residential land use district except during the following hours:

1. Monday through Friday: 7:30 am to 7:00 pm
2. Saturdays, Sundays & holidays: 9:00 am to 7:00 pm

Initial: \_\_\_\_\_

**ALL PERMITS REQUIRE A FINAL INSPECTION**

**ALL PERMITS HAVE AN EXPIRATION DATE, 365 DAYS FROM LAST VALID INSPECTION**



## CITY OF OAKLEY BUILDING PERMIT APPLICATION

### LICENSED CONTRACTORS DECLARATION

I hereby affirm that I am licensed under the provisions of Chapter 9 (commencing with section 7000) of the Business & Professions Code, & my license is in full force & effective. Initial: \_\_\_\_\_

### WORKMAN'S COMPENSATION

I hereby affirm that I have a certificate of consent to self-insure, or a certificate of Worker's Compensation Insurance, or a certified copy thereof (sec. 3800 lab C) Initial: \_\_\_\_\_

### EXEMPTION FROM WORKER'S COMPENSATION INC

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the Worker's Comp Laws of California Initial: \_\_\_\_\_

**NOTICE TO THE APPLICANT: *If after making this Certificate of Exemption, you should become subject to the Worker's Compensation provisions of the Labor Code, you must forthwith comply with such provisions or this permit shall be deemed revoked.***

### OWNER-BUILDER DECLARATION

I hereby affirm that I am exempt from the Contractor's License Law for the following reason (Sec7031.5), Business & Professions Code: Any City or County which requires a permit to construct, altar, improve, demolish or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he is licensed pursuant to the provisions of the Contractor's License Law (Chapter 9(commencing with Section 7000) of Division 3 of the Business & Professions Code) or that he is exempt there from & the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars(\$500).

- I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Sec. 7044, Business & Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, &who does such work himself or through his own employees. Provided that such improvements are not intended or offered for sale. If, however, the building improvement is sold within one year of completion, the owner/builder will have the burden of proving that he did not build or improve for the purpose of sale)
- I, as the owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec 7044 Business & Professions Code: The Contractor's License Law does not apply to an owner of property who builds/improves thereon, & who contracts for such project with a contactor(s) licensed pursuant to the Contractor's License Law)
- I am exempt under Sec. \_\_\_\_\_ Business & Professions Code for this reason.  
Applicant:\_\_\_\_\_

**NOTICE TO APPLICANT** I certify that I have read this application & state that the information on the permit is correct. I agree to comply with all City and County ordinances and state laws relating to building construction and hereby authorize representatives of this city to enter upon the above mentioned property for inspection purposes.

### **SECTION 106.4.4 UNIFORM BUILDING CODE**

Expiration: Every permit issued by the Building Official under the provisions of this code shall expire by limitation and become null & void, if the building or work authorized by such permit is not commenced with 180 days from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days.

APPLICANT/AGENT \_\_\_\_\_

DATE: \_\_\_\_\_



3231 Main Street Oakley, CA 94561  
Tel (925) 625-7002 Fax (925) 679-1707  
www.ci.oakley.ca.us

### Building Department Credit Card Authorization Form

Business/Company Name: \_\_\_\_\_

Business/Company Address: \_\_\_\_\_

Project Address: \_\_\_\_\_

Cardholder's Name (As it appears on the credit card): \_\_\_\_\_

Billing address (credit card): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_ Amount to be Charge: \$ \_\_\_\_\_

Card Type:  Visa  MasterCard

Card #: \_\_\_\_\_ Card ID#: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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#### FOR OFFICE USE ONLY

Authorization#: \_\_\_\_\_