



5400 West Civic Center Drive - Suite 1  
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Community Development Department

## **Residential Solar Photovoltaic (PV) System Plan Submittal Checklist**

### **PROVIDE TWO COPIES OF ALL ITEMS:**

- Fill out online Building Permit:** [https://highland.mycityinspector.com/register?registration\\_id=159b9391628a1f](https://highland.mycityinspector.com/register?registration_id=159b9391628a1f)
- Architectural review** committee approval signature release form
- Site plan:** A detailed site plan showing the location of the home and all PV system components on the property is required.
- Engineer letter:** On roof load calculations & connection.
- Mounting system:** Provide detailed information on the module mounting system and the weight of all components on the roof. Note if the home roof rafters are engineered trusses or provide information on the type and size of the roof rafters if they are other than engineered trusses. Also note the type of the roof covering (shingles, metal, or tile) and how many layers of the covering there are.
- One-line diagram:** A detailed one-line diagram is required and must show: The type of PV system being installed (a single inverter system with one or more strings of modules connected in series, a micro inverter system, or an AC module system); the **exact** number and layout of modules and how they are connected together (in series or in parallel); all wire types, all wire sizes, conduit types and sizes; the locations of all circuits and system components on or in the house; and the ratings of all fuses or breakers. Also note which home electrical panel the PV system will back feed and give the location and rating of that panel.
- Module spec sheets:** Provide the module manufacturer's specification sheets showing the modules' rated watts (Pmp), volts (Vmp), amps (Imp), open circuit voltage (Voc), and short circuit current (Isc).
- Inverter spec sheets:** Provide the inverter manufacturer's spec sheets showing the number of watts and volts the inverter can safely handle, and also noting what the inverter's maximum rated AC output amps and voltage is. Utility-tied inverters must be listed as "utility interactive" meeting UL 1741, and have ground fault protection.
- Total array power:** (This is not required for systems with micro inverters.) Provide the total amount of watts, amps, volts, open circuit voltage (Voc at the coldest possible outside temperature-see NEC 690.7), and short circuit current that the array can produce.
- System components:** Provide information on the different types of components that will be used in the system and how they are to be installed. Also show that all equipment is listed and rated for the type of voltage (AC or DC), amount of voltage, and the amount of current that it could be subjected to.
- Cost estimate breakdown. Valuation.**
- \$45.00 Deposit:** Plan Review

Date \_\_\_\_\_

Signed \_\_\_\_\_