The following list includes all of the items that must be submitted for a complete application. Some specific types of information may not apply to your particular project and, as noted, some items may only be required in certain circumstances. If you are not sure if a specific requirement applies to your project, please contact the community development staff. A copy of this list will be used to check your application for completeness after it is submitted. If your application is not complete, a list of corrections will be returned to you. **Any omissions or erroneous information could delay the processing of your application.**

- Completed Building Permit Application form.
- Payment of plan review fees as established by the master fee schedule.
- Three (3) sets of project plans, legible and drawn to scale.

Plans must include the following information:

- **General Information on the first sheet:**
  - Name, address and assessor parcel number of the project
  - A complete description of the scope of work, including number of panels and size of system (in kW)
  - The date the plans were prepared and/or revised
  - Name and telephone number of the applicant
  - Name and telephone number of the person preparing the plans

- **Site & Roof Plan:**
  - North arrow (with plan oriented so north points to top of sheet) and graphic scale on the drawings (a standard architect’s or engineer’s scale must be used)
  - Dimensioned property lines and all building setbacks
  - Roof layout with PV panels
  - Approximate location of roof access point
  - Location of code-compliant access pathways
  - PV system fire classification
  - Locations of all required labels and markings
  - Existing and proposed public and private easements
  - Site diagram showing the arrangement of panel on the roof or ground, north arrow, lot dimensions, the distance from property lines to adjacent buildings/structures (existing and proposed), location and name of adjacent street(s)

- **Standard Electrical Plan:**
  - Locations of main service or utility disconnect
  - Total number of modules, number of modules per string and the total number of strings
  - Make and model of inverter(s) and/or combiner box if used
  - One-line diagram of system
  - Specify grounding/bonding, conductor type and size, conduit type and size and number of conductors in each section of conduit
  - If batteries are to be installed, include them in the diagram and show their locations and venting
  - Equipment cut sheets including inverters, modules, AC and DC disconnects, combiners and wind generators
  - Labeling of equipment as required by CEE, Sections 690 and 705