



Submittal Requirements Bulletin – Residential Rooftop Solar Photovoltaic Installations 10 kW or Less in One- and Two-Family Dwellings

This information bulletin is published to guide applicants through a streamlined permitting process for residential rooftop solar photovoltaic (PV) projects 10 kW in size or smaller. This bulletin provides information about submittal requirements for plan review, required fees and inspections.

1. Approval Requirements

The following permits are required to install a solar PV system with a maximum power output of 10 kW or less:

- a) Building and electrical permits are required by Humboldt County.

Planning review is not required for solar PV installations that qualify for expedited permit processing.

Fire Department approval is not required for solar PV installations of this size unless specific provisions of the California Code of regulations cannot be satisfied. In such cases, a variance will be required from the fire district having jurisdiction over the subject parcel.

2. Submittal Requirements

- a) Completed permit application form. This permit application form can be downloaded at <http://humboldt.gov/1809/Resource-Library>
- b) Demonstrate compliance with the eligibility checklist for expedited permitting. These criteria can be downloaded at <http://humboldt.gov/1809/Resource-Library>. Refer to Toolkit #2.
- c) A completed Standard Electrical Plan. The standard plan may be used for proposed solar installations 10 kW in size or smaller and can be downloaded at <http://humboldt.gov/1809/Resource-Library>. Refer to Toolkit #3 for Simplified Central/String Inverter Systems and Toolkit #4 for Simplified Microinverter and ACM Systems.
- d) A roof plan showing roof layout, PV panels and the following fire safety items: approximate location of roof access point, location of code-compliant access pathways, PV system fire classification and the locations of all required labels and markings. Examples of clear path access pathways are available in the State Fire Marshal Solar PV Installation Guide. <http://osfm.fire.ca.gov/pdf/reports/solarphotovoltaicguideline.pdf>.
- e) Completed expedited Structural Criteria along with the required documentation. Structural Criteria can be downloaded at <http://humboldt.gov/1809/Resource-Library>. Refer to Toolkit #5.

3. Plan Review

Permit applications can be submitted to the Humboldt County Building Inspection Division in person at 3015 H Street, Eureka, CA 95501 and electronically via email to buildinginspections@co.humboldt.ca.us. Application submittal will be reviewed for expedited permit issuance.

4. Fees

Information regarding the Building Inspection Division fee schedule can be found online at <http://humboldt.gov/DocumentCenter/Home/View/34379>

5. Inspections

Once all permits to construct the solar installation have been issued and the system has been installed, it must be inspected before final approval is granted for the solar system. On-site inspections can be scheduled by contacting the Building Inspection Division by telephone at 707-445-7245 or electronically at <http://humboldt.gov/183/OnTrack-Permits-Portal> . Inspection requests received by 4:00 p.m. are typically scheduled for the next business day. Outlying areas of Humboldt County may not have daily inspection availability. Contact the Building Inspection Division for specific areas and schedules.

Permit holders must be prepared to show conformance with all technical requirements in the field at the time of inspection. The inspector will verify that the installation is in conformance with applicable code requirements and with the approved plans.

The inspection checklist provides an overview of common points of inspection with which the applicant should be prepared to show compliance. If not available, common checks include the following.

- Number of PV modules and model number match plans and specification sheets number match plans and specification sheets.
- Array conductors and components are installed in a neat and workman-like manner.
- PV array is properly grounded.
- Electrical boxes are accessible and connections are suitable for environment.
- Array is fastened and sealed according to attachment detail.
- Conductors ratings and sizes match plans.
- Appropriate signs are property constructed, installed and displayed, including the following.
 - Sign identifying PV power source system attributes at DC disconnect
 - Sign identifying AC point of connection
 - Sign identifying switch for alternative power system
- Equipment ratings are consistent with application and installed signs on the installation, including the following.
 - Inverter has a rating as high as max voltage on PV power source sign.
 - DC-side overcurrent circuit protection devices (OCPDs) are DC rated at least as high as max voltage on sign.
 - Switches and OCPDs are installed according to the manufacturer’s specifications (i.e., many 600VDC switches require passing through the switch poles twice in a specific way).
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 - Inverter is rated for the site AC voltage supplied and shown on the AC point of connection sign.
 - OCPD connected to the AC output of the inverter is rated at least 125% of maximum current on sign and is no larger than the maximum OCPD on the inverter listing label.
 - Sum of the main OCPD and the inverter OCPD is rated for not more than 120% of the bus bar rating.

6. Departmental Contact Information

For additional information regarding this permit process, please consult the Building Inspection Division website at <http://www.humboldt.gov/1809/Resource-Library> or call 707-445-7245.