

Residential Photovoltaic Solar Checklist

As per City of Oxnard Ordinance No. 2892, small residential photovoltaic solar applications will be expedited if all requirements of this checklist are met. The expedited turn-around time is approximately 2 working days with plan checkers from Building and Electrical departments reviewing the submittal. Electronic submittals shall be via fax at the number listed below. See the California Solar Permitting Guidebook for sample plans, examples, industry standards, and other useful information at:

www.opr.ca.gov/docs/California_Solar_Permitting_Guidebook_Spring_2015.pdf

Electronic submittals are accepted for the first submittal, with three sets of plans and two sets of supporting documents required to be submitted for permit issuance. Plans and supporting documentation shall include the following:

- Detailed site plan showing property lines, adjacent street name and location, north arrow, building footprint of all structures on the property, solar array layout, electrical service panel location, address of property.
- Panel attachment details showing attachment method, existing roof framing and other existing roof conditions. Engineering design may be required for the panel roof mounting system, but is typically not required for the existing roof structure.
- Electrical diagram, details of existing or new electrical service, cables, conductors, conductor sizing calculations, module and inverter specifications, etc.
- Signage details for warning notices.
- Specification sheets for modules, inverter(s) and mounting systems.
- Along with specification sheets, please include a typed list of all components to be used for the project (for imaging purposes- specification sheets cannot be imaged but will be provided with the customer's set for the job site)
- An ICC-ES, or UL Code Report or equivalent MUST be provided for PV solar roof mounting system hardware in order to qualify for expedited plan review, along with wet stamped engineering calculations if so required by the Code Report.
- If a Code Report or equivalent is not available for the roof mounting system product/hardware, provide two sets of WET stamped and signed engineering calculations for the roof mounting system. The submittal of engineering calculations in lieu of an ICC-ES Code Report or equivalent will result in an increased plan check turnaround time, but all efforts will be made to review the submittal in a timely manner.
- Typically it is unnecessary to analyze the existing roof framing for panel loads due to the displacement of roof live loads. The roof mounting system and the attachment method into the existing roof framing information is typically all that is required for structural plan check.

The following items are required of all submittals to Building and Engineering due to our document imaging program:

- Documents must be in black ink on a white background.
- Documents may not be in color.
- Documents may not have grayscale printing or shading over text.
- Text must be at least 3/32" in height (1/8" preferred, i.e. 10 point or above Times New Roman font).
- Text and line work cannot be obscured by shading on the plan.
- Text and line work must be crisp and clear.