



**SUBMITTAL REQUIREMENTS AND PROCESS**  
**SOLAR PHOTOVOLTAIC ROOFTOP INSTALLATIONS**  
**10 kW OR LESS, ONE- AND TWO-FAMILY DWELLINGS**  
CITY OF ENCINITAS DEVELOPMENT SERVICES DEPARTMENT  
505 SOUTH VULCAN AVENUE ENCINITAS CA 92024  
(760) 633-2710 • [PLANNING@ENCINITASCA.GOV](mailto:PLANNING@ENCINITASCA.GOV) • [WWW.ENCINITASCA.GOV](http://WWW.ENCINITASCA.GOV)



This information bulletin is published to guide applicants through a streamlined permitting process for small, rooftop solar photovoltaic (PV) projects 10 kW in size or smaller that are not located within the Very High Fire Hazard Severity (VHFHS) Zone. **Installations within the VHFHS Zone are not eligible for the streamlined process.** This bulletin provides information about submittal requirements for plan review, required fees and inspections.

## 1. Approval Requirements

- An electrical permit is required to install a small, rooftop solar PV system with a maximum power output of 10 kW or less.
- Planning review is required for solar PV installations of this size.
- Fire Department approval is not required for solar PV installations of this size unless the site is located in the VHFHS Zone. **Installations within the VHFHS Zone are not eligible for the streamlined process.**

## 2. Submittal Requirements

- a) Completed Building Permit Application form.  
NOTE: Property ownership information on the application must match City records. If the records do not match, a current deed with vesting information must be provided. For recently acquired properties, it is advised to submit a copy of the vesting deed with the initial submittal.
- b) Demonstrate compliance with the Expedited Solar Process Eligibility Checklist for expedited permitting.
- c) A completed Standard Electrical Plan. The standard plan may be used for proposed solar installations 10 kW in size or smaller. **Projects that do not utilize a standard plan are not eligible for the streamlined process.**

If standard electrical plans are not provided for use, an electrical plan should be submitted that includes the following.

- 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 CEC, Sections 690 and 705
  - Site diagram showing the arrangement of panels on the roof or ground, north arrow, lot dimensions and the distance from property lines to adjacent buildings/structures (existing and proposed)
- d) A roof plan, drawn to scale, 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) An elevation drawing, drawn to scale, demonstrating project compliance with the applicable height limit.
- f) Completed Structural Criteria for Solar Energy Installations checklist with required documentation. **Systems that do not use the Structural Criteria do not qualify for the streamlined process.**

For non-qualifying systems, provide structural drawings and calculations stamped and signed by a California-licensed Civil or Structural Engineer, along with the following information.

- The type of roof covering and the number of roof coverings installed
- Type of roof framing, size of members and spacing
- Weight of panels, support locations and method of attachment
- Framing plan and details for any work necessary to strengthen the existing roof structure
- Site-specific structural calculations
- Where an approved racking system is used, provide documentation showing manufacture of the rack system, maximum allowable weight the system can support, attachment method to the roof or ground and product evaluation information or structural design for the rack system

### 3. Plan Review

Permit applications can be submitted to the Development Services Department in person at 505 South Vulcan Avenue, Encinitas, and electronically by email to [solarpermits@encinitascalifornia.gov](mailto:solarpermits@encinitascalifornia.gov). Permit applications should be reviewed within five business days.

**Installation of equipment shall be as per approved plans. If the installation differs from approved plans, an additional plan review may be required; additional review would not be eligible for the streamlined process.**

### 4. Fees

The following fees apply to solar PV installations of this size:

Electrical Permit	\$132.00
Building Division plan check	\$33.00
Planning plan check	\$77.00
Permit Issuance	\$35.50
<u>City Overhead</u>	<u>\$66.17</u>
Total	\$343.67

**However, the City currently provides a waiver of all applicable fees through the City's [Energy Efficiency Permit Fee Waiver Program](#). No fees are currently assessed for small, rooftop solar PV installations.**

### 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 Division inspection line by telephone at (760) 633-2739. Inspection requests received prior to 4:00 p.m. on any business day will be scheduled for the next business day.

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 that 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 Development Services Department [website](#) or contact the Department's Customer Service Center at (760) 633-2710.