



## Submittal Requirements Bulletin – 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 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) Residential Rooftop Solar System permit.

Planning review is required for solar PV installations of this size.

Fire Department approval not required for solar PV installations of this size.

### 2. Submittal Requirements

- a) Completed construction permit application form. This construction permit application form can be downloaded at [www.hiddenhillscity.org](http://www.hiddenhillscity.org).
- b) Demonstrate compliance with the residential rooftop solar system eligibility checklist for expedited permitting. These criteria can be downloaded at [www.hiddenhillscity.org](http://www.hiddenhillscity.org).
- c) A completed City of Hidden Hills Standard Residential Rooftop Solar System Standard Plan. The standard plan may be used for proposed solar installations 10 kW in size or smaller and can be downloaded at [www.hiddenhillscity.org](http://www.hiddenhillscity.org).

*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 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 required documentation. Structural Criteria can be downloaded at [www.hiddenhillscity.org](http://www.hiddenhillscity.org).

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 Building and Safety in person at 6165 Spring Valley Rd. between 9-11 and electronically through the following fax number 818-719-0083.

Permit applications utilizing standard plan may be approved “over the counter” at 6165 Spring Valley Rd. between 9-11. Permit applications may also be submitted electronically for “over the counter” approval at the following fax number 818-719-0083.

### 4. Fees

If the applicant uses the City of Hidden Hills Solar PV Standard Plan – Simplified Central/String Inverter Systems for One – and Two-Family Dwellings or Simplified Microinverter and ACM Systems for One – and Two-Family Dwellings and the system meets all of the structural requirements for flush-mounted solar arrays the permit fee will be \$250.00. If the applicant uses other standard plans or doesn’t meet the structural requirements the permit fee will be \$500.00 for systems up to 15kw plus \$15.00 for each kilowatt or fraction there of above 15kw.

### 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 City at 818-888-9281 between 9-5. Inspection requests received within business hours are typically 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 our departmental website at [www.hiddenhillscity.org](http://www.hiddenhillscity.org) or contact Building and Safety at 818-888-9281 between the hours of 9-11.