



City of El Cajon
Building and Fire Safety Division
200 Civic Center Way
El Cajon, CA 92020
Phone: (619) 441-1726

City of El Cajon

SOLAR PHOTOVOLTAIC SUBMITTAL

This information is for the plan check and permitting process for Photovoltaic Systems in the City of El Cajon. Requirements are in keeping with the City of El Cajon Municipal Code Chapter 15.56, California Fire Code Chapter 12, California Electrical Code, San Diego Area Electrical Newsletter and the local utility SDG&E.

I. PLAN REVIEW

Other than online submittals, a permit application and two (2) sets of plans shall be submitted for paper plan check. Photovoltaic systems shall be reviewed and approved by the Division of Building and Fire Safety plan check staff located on the third floor of the City Hall building 200 Civic Center Way, El Cajon, CA 92020.

II. PLAN REQUIREMENTS

1. A plot plan showing either the location on the property of the photovoltaic array in relation to the lot property lines with required setback dimensions and location of all disconnects and inverters, or a building layout plan showing the location of all photovoltaic panels, disconnects, inverters and rapid shutdown capability.
2. All plans must show existing electrical equipment as well as the new solar photovoltaic equipment.
3. An electrical one-line diagram showing the type and number of photovoltaic modules in each series string with voltage and kilowatt output, all disconnects, all inverters with input and output ratings and grounding method, rapid shutdown means, the size of the main electrical panel in amps and grounding method, and the size of the photovoltaic circuit breaker in amps.
4. Include wiring methods and types of conductors. Exposed conductors must be sunlight resistant PV wire. Identify grounding points, methods and hardware per module manufacturer's instruction manual.
5. A manufacturer's sheet on the photovoltaic solar panels with all electrical information and UL listings.
6. A manufacturer's sheet on the inverter showing all electrical information and UL listings including rapid shutdown.
7. A detail showing either the supporting structure for ground mounted arrays or the attachment of the panels to the roof.
8. PV power circuit cables or conductors installed within a building in non-metallic or metallic raceways or enclosures shall be identified at a maximum of ten (10) foot intervals "WARNING: PHOTOVOLTAIC POWER SOURCE".
9. A single plaque showing the entire building and site, identifying each system (if adding on to existing) and the location of all self-generating equipment, the service point, utility meter, AC and DC disconnects, inverter, Rapid Shutdown, and PV array, must be installed at each service and inverter equipment location.
10. Identify roof access pathways from the eave to the ridge as required per current California Fire Code.
11. If roof or wind loading values exceed 5 pounds per square foot then plans must be stamped by a registered architect, structural engineer, or civil engineer.
12. Any plans showing shop fabricated support structures, or field welding must be stamped by a registered architect, structural engineer, or civil engineer.
13. Commercial Ballasted Roof Systems require stamped and signed engineering for both design and roof loads.
14. Re-roof or re-paper greater than one square requires separate permit and inspection or may be included with the PV permit.

Note: Center-fed panels shall comply with CEC 705.12(B)(2)(3)(d). The Inspector reserves the right to ask for load calcs if necessary.

III. PLAN CHECK AND PERMIT ISSUANCE:

Plans will be assigned a permit number. Plans will be routed through the Building Division Plans Examiner (Planning if ground mounted system). Upon approval the Building Department counter staff will then notify the customer that the plans are ready for pick-up and the fees required. Plans can also be submitted electronically, visit the City website for submittal instructions at www.cityofelcajon.us Expedited plan check can be submitted electronically or over-the-counter if all criteria has been met.