



CITY OF PASADENA

BUILDING AND SAFETY DIVISION

175 North Garfield Avenue, Pasadena, CA 91101-1704
(626) 744-4200 Fax: (626) 744-3979
www.cityofpasadena.net

RESIDENTIAL PHOTOVOLTAIC POWER SYSTEMS PERMIT ISSUANCE CHECKLIST

Please fill out completely:

Address: _____ Case No. _____ Zone _____

Lot Size: _____ (S.F.) Average Slope: _____ % Number of Panels: _____

Total System Size: _____ (S.F.) Power: _____ (kW)

Technology: Building Integrated Roof-Mounted Panel Ground-Mounted Panel

If Ground-Mounted: Max height of system (distance from top of panel to natural or finished grade): _____ (Ft.)

If Roof-Mounted: Max. height above roof, (distance from top of roof to panel) _____ (Ft.)

If framing is over eight inches (8") off floor or ground, is it screened? Yes No N/A

Panel Directional Orientation: West Southwest South Southeast East

System visibility from nearby public streets, parks, or trails:

Not Visible Low Medium High

Does the proposed project meet the Zoning requirements?

Yes No

If Ground-Mounted: Does the project comply with setbacks and lot coverage requirements?

N/A Yes No

If in a Residential Zone: Will the proposed system produce less than 10 kW? This should be indicated on the plans. If "No", route plans to building for a determination of whether the proposed system constitutes a commercial use.

N/A Yes No

If "No" to any of the above, can the project be modified to better address these issues?

Additional plan submittal requirements may be requested.

N/A Yes No

Is the project affiliated with any historic resource? Additional submittal requirements may be requested.

Yes No

Is there an open/pending project for the property? If "Yes" include in the Planning Case number and add comments that "Design Review is required and that this proposal shall be incorporated into the active case.

Yes No



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Building and Safety Requirements

1. Provide roof plan projection on site plan and show dimensions of all solar voltaic equipment and PV arrays.
Yes No
2. Submit three (3) sets of plans minimum 11" (w) x 17" (h), attached all manufacturer's specification sheets, installation instructions, and listings.
Yes No
3. Show detailed equipment support connections to roof, provide a detail for flashing and water proofing system support.
Yes No
4. Provide electrical single-line diagram clearly identifying all devices installed in the PV system and indicating total kW rating of system.
Yes No
5. Provide correct circuit sizing and current calculations based on 2016 California Electrical Code Article 690.8 on plans from California State Licensed Electrical Engineer or a California Licensed Contractor classification C-46 or C-10.
Yes No
6. Provide photovoltaic source and output circuits that have a maximum photovoltaic of up to 600 volts based on 2016 California Electrical Code Article 690.7 on plans from California State Licensed Electrical Engineer or a California Licensed Contractor classification C-46 or C-10.
Yes No
7. Plans must be stamped and signed with structural calculations for wind uplift based on ASCE 7-10 from State Registered Civil or Structural Engineer. All structural elements shall be identified on existing roof framing members on plans.
Yes No
8. Rooftop mounted photovoltaic systems shall be tested, listed and identified with a fire classification in accordance with UL 1703. The panels or modules shall have the same fire classification as the roof assembly.
Yes No



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9. Installation of the photovoltaic system shall be in compliance based on 2016 California Electrical Code Article 690 & 2016 California Residential Code (CRC).
Yes No
10. Installation of the interconnected electric power production source shall be in compliance based on 2016 California Electrical Code Article 705.
Yes No
11. Plans are to be signed by a California Licensed Contractor classification C-46 or C-10. Provide signature and license number on each sheets. Contractor who signs the document must be the one doing the work, Business and Professions Code Section 7031.5 .
Yes No
12. The photovoltaic system may only be installed on a permitted structure.
Yes No
13. The photovoltaic system meets the "California Solar Permitting Guidebook".
Yes No
14. Proposed project meets State Fire Marshal set-backs for roof mounted photovoltaic system requirements and code section R324, 2016 CRC.
Yes No

APPLICANT NAME: _____ Date: _____

APPLICANT SIGNATURE: _____