



TOWN OF LOS GATOS

PHOTOVOLTAIC SOLAR SYSTEM SUBMITTAL REQUIREMENTS

In order to process your request for a building permit, **please submit the items listed below and include this completed checklist in your submittal.** To submit your application, you will need to register for an account on the Town's portal: <https://permits.losgatosca.gov>. The Building pre-application is a preliminary review for the building permit. You will need to upload to the pre-application in separate PDF's:

1. Completed permit application
<https://www.losgatosca.gov/DocumentCenter/View/833/Building-Division-Permit-Applications?bidId=>
2. Plan set (PDF pages bookmarked and signed by design professional. Note: This must be ONE (1) PDF.)
3. Supporting documents (i.e. Structural Calculations, Specifications, etc.) which should be separate uploads.

Minimum Submittal Requirements

1. General – Submittal Requirements

- ☐ **Wet/Digital signature on all documents by design professional(s).**
- ☐ Name, title, registration number, address, and telephone number of applicable design professional(s).
- ☐ Cover sheet shall include: the 2022 Building Code, 2022 Electrical Code and 2022 Fire Code.
- ☐ **Proof of signed written contract between contractor and property owner**
- ☐ If you are derating the main panel, you must submit two sets of load calculations for the entire house.

2. Roof Top Installation

- ☐ General information: Size of system being installed
- ☐ Roof plan, drawn to scale, with the following information: North arrow; direction to street frontage main electric meter and panel, DC disconnect, inverter, AC disconnect; roof slope, materials of roof covering, roof dimension, location of array(s). Include rafter spans and intermediate bracing (purlins). Photo of location taken from attic space showing bracing is acceptable and preferred.
- ☐ Show rooftop setbacks per CRC-R324.6.
- ☐ Single line diagram of electrical equipment clearly showing: the size of main panel, sub panels, PV system equipment including make, model and size of units, disconnects and wire size and type.
- ☐ Show actual proposed labels as required by code and policy. Note where to be located with approximate dimension of the label.
- ☐ Equipment type, listing, testing agency approvals, etc.

3. Ground Installation

- ☐ Planning approval, location on site plan.
- ☐ Site plan shall show all existing and proposed utilities (water service, sewage disposal system, gas, electric, telephone, cable, TV service lines and transformers).

- ☐ Site plan shall show existing trees, including diameter, location, species, existing grade at base and driplines.
- ☐ Provide a tree protection plan with the following tree protection notes:
<https://www.losgatosca.gov/DocumentCenter/View/18923/Arborist-report-checklist>
- ☐ Provide a construction management plan per: www.losgatosca.gov/documentcenter/view/17600
- ☐ Footing and attachment details with engineering calculations.
- ☐ Line drawing of conduit size and location of conduit connecting arrays and service panel.
- ☐ Clear brush free area of 10 feet required per CRC-R324.7.2.

4. Photovoltaic Disconnect Requirements

- ☐ A mechanism shall be provided to allow safe installation of servicing of portions of the PV array or the entire array per the 2022 California Electrical Code.
- ☐ The system must be “disabled” to allow safe access to the photovoltaic system.

CHECKLIST

- ☐ Roof plan to scale.
 - ☐ Arrow indicating North.
 - ☐ Roof slope and size/span of rafters
 - ☐ Roof cross section.
 - ☐ Location of electrical service.
 - ☐ Single line diagram of electrical equipment.
 - ☐ Equipment manufacturer’s specifications showing listing and testing agencies.
- Please be aware Smoke and Carbon Monoxide Alarm Retrofit Verification will be required at Final Inspection per CRC Section R315 and R315.
 - Please remember a C-10 or C-46 classification contractor’s license may pull permits for solar installation.

I have read the above information and have submitted all the required information.

Signature: _____

Date: _____