



**CITY OF LINCOLN**  
**Development Services Department**  
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## **APPLICATION CHECKLIST FOR SOLAR PANEL INSTALLATIONS**

### **Requirements for Permit Submittal**

**Before approval and issuance of a permit for a Solar Panel/Photovoltaic System can be issued the applicant shall provide three (3) sets of plans with two (2) sets of equipment specifications for Residential solar arrays drawn on a minimum size of 11 x 17 plan paper and the designers name with signature. Commercial solar arrays will be required to provide five (5) plan sets for drawn to scale and are fully dimensioned, readable, legible, and include the following information with the designer name and Engineer of Records wet stamp and signature:**

### **Cover Sheet**

1. Project address;
2. Current California Code Design Criteria
3. Owner's name, address, phone number;
4. Name, and phone number of the person preparing the plans;
5. Scope of work statement;
6. Sheet index indicating each sheet title and number;
7. Legend for symbols, abbreviations and notations used in the plans.

### **Other Information required on the additional Plan Sheets**

1. Provide a simple plot plan showing:
  - (a) property line locations,
  - (b) approximate location of all structures with a directional North Arrow,
  - (c) the location(s) of the panel installations with Code compliant Fire Pathways,
  - (d) The main service location.
  - (e) Specify the locations of all equipment and disconnects
2. Provide a roof plan showing:
  - (a) Ridges, hips and valleys
  - (b) Show Fire Pathways per the 2019 CRC or the California Fire Marshall Guidelines.
  - (c) Show points of roof mount connections Show percentage of coverage of the roof area.
3. Provide a plan page with framing cross-sections showing roof slope, size, spacing, span and direction of existing rafters. (a structural observation of existing roof may be required)
4. State the system KW rating.

5. Is the system a utility interactive or stand-alone system?
6. Is this an uninterrupted power supply (UPS) system? (i.e., battery back-up) Yes\_\_ No\_\_
  - (a) If yes, give the number, size and location of the batteries on the plans. If ground mounted provide details for foundation.
7. Indicate the style, diameter, length of embedment of bolts or other approved fastener (Example, 5/16" lags with minimum 3" embedment.)
  - (a) Indicate the number of bolts, lags or other approved method of attachment per panel.  
**Note:** depending on your manufacture's specifications attachment methods may vary.
8. Provide a single line drawing of the electrical installation which includes the following:
  - (a) PV panel layout
  - (b) PV power source short circuit current rating
  - (c) Conductor size
  - (d) Conductor type
  - (e) Conductor locations and lengths of runs
  - (f) Wiring methods
  - (g) Grounding points (min #8 cu GEC required)
  - (h) Inverter location
  - (i) Disconnect location(s)
  - (j) Battery locations (if applicable)
  - (k) Point of connect to the existing electrical service
  - (l) Size of the main electrical service (buss and main breaker)
9. Calculation pages-this shall include, array total weight/distribution (in lbs. Sq. foot), electrical calculations for short circuit current (ISC), open circuit voltage and temperature coefficient (VOC), and any voltage drop or temperature factors.
10. Specification sheets-you shall have the manufacture information/engineering on the solar modules, rails/mounting brackets, inverter(s) and any equipment used in the installation.

Thank You  
City of Lincoln  
Community Development Department