



Solar Photovoltaic Systems
CITY OF HIGHLAND BUILDING DIVISION
27215 BASELINE, HIGHLAND, CA 92346
(909) 864-8732

BULLETIN

January 2009

If you install a photovoltaic power system, you must first obtain a Building Permit.

As permit applicant, you will need to complete the building permit application form, provide three copies of the plans listed below, and pay the necessary plan check fees.

Applicants, whose projects require other approvals such as Planning Division etc, should consult those other Department/ Divisions first, and at a minimum obtain their preliminary approval prior to submitting plans to the Building Division for a building permits.

Please note that the Planning Division's approval is required. You can reach the planning Division at 909-964-8732.

I. PLAN SPECIFICATION

You must submit three sets of plans to the Building Division; Plans must be drawn to scale and must be of sufficient size to clearly indicate the location of proposed work. The plans must show in detail that the proposed work will confirm to the provisions of the building regulation in effect in the City of Highland.

II. FORMS TO COMPLETE

A Building Permit Application must be filled out per California State Law. You will need the address and parcel number of the property where the work will be performed. The application must state the scope of work you plan to perform. The application must include the name and address of the property owner, contactors, and design professionals.

III. PLAN CHECK FEES

The plan check fees you must pay are based on the actual time spent on the review process. The plan review deposit fee must be paid at the time of plan submittal.

III. REQUIRED INFORMATION ON THE PLANS

You must include the items listed below on the plans and provide the required supporting documentation. Please submit two copies of the supporting documentation at the time of the permit application.

1. Plans shall be legible and fully dimensioned at a minimum ¼ inch scale.
2. All notes must be clear and legible, pencil drawings or notations are not acceptable.

A. Plot Plan: Site address, Owner's Name Title, Address, Phone Number, Contractor's Name, Address, Phone Number, Scope of work. Professional Designers Name, Address, Phone Number.

- B. Roof Plan: Type and size of existing structural roof system; specify the roof pitch, type of existing roof materials and proposed solar installation. Indicate the required Fire access clearances around the solar system.
- C. Elevations: Provide elevation drawings showing the height of the building and the height of the panels above the roof surface. Show the degree of rise in relation to the roof structure and the distance from the roof structure to the panels.
- D. Electrical: Detail the location of the solar equipment on the plans. Provide an electrical single line diagram showing the existing and upgraded panel. Specify the conductor sizes and all grounding, and disconnecting means. Detail Interactive Point of Connection, (Systems connection to the main panel/sub-panel).

Include the following bolded notes on the plans;

To be installed adjacent to the main electrical panel: **“This electrical service is also served by a photovoltaic solar power system, 1 of 2 disconnects”**.

To be installed at the main electrical service photovoltaics disconnect: **“Photovoltaic Disconnect Means, 2 of 2 Disconnects”**.

To be installed where terminals of the disconnect may be energized in the open position: **“Warning-Electrical shock hazard-Terminals on both lines and load side may be energized in the open position. Dual power supply-Photovoltaic System”**

System ratings must be labeled with: **Operating current, voltage, maximum voltage, and short circuit current.**