

SUBMITTAL REQUIREMENTS BULLETIN

Solar Photovoltaic Installations 15 kW or Less in One- and Two-Family Dwellings

This information bulletin is published to guide applicants through a streamlined permitting process for solar photovoltaic (PV) projects 15 kW in size or smaller. This bulletin provides information about submittal requirements for plan review, required fees and inspections.

1. Approval Requirements

A building permit is required to install a solar PV system with a maximum power output of 15 kW or less.

Planning and Fire Department approvals are not required for solar PV installations of this size.

2. Submittal Requirements

- a) Completed [Permit Application Worksheet](#).
- b) Demonstrate compliance with the eligibility checklist for expedited permitting. These criteria can be downloaded at “Eligibility Checklist for Expedited Solar PV Permitting” document.
- c) A completed Standard Electrical Plan. The standard plan may be used for proposed solar installations 15 kW in size or smaller and can be downloaded at “Solar PV Standard Plan - Simplified Central/String Inverter Systems” or “Solar PV Standard Plan – Simplified Microinverter and ACM Systems”.
- d) A roof plan showing roof layout, PV panels and the following fire safety items: approximate location of roof access point, location of code-compliant access pathways, PV system fire classification and the locations of all required labels and markings. 2022 CRC R324.6
- e) Completed expedited Structural Criteria along with required documentation can be downloaded at “Structural Criteria”.

For non-qualifying systems, provide structural drawings and calculations stamped and signed by a California-licensed civil or structural engineer, along with the following information.

- The type of roof covering and the number of roof coverings installed
- Type of roof framing, size of members and spacing
- Weight of panels, support locations and method of attachment
- Framing plan and details for any work necessary to strengthen the existing roof structure
- Site-specific structural calculations
- Where an approved racking system is used, provide documentation showing manufacturer of the rack system, maximum allowable weight the system can support, attachment method to the roof or ground and product evaluation information or structural design for the rack system

3. Plan Review

Permit applications utilizing the City's standard plan may be approved "over-the-counter" and can be submitted to the Building & Safety Division in person at 100 Civic Plaza, Dublin, CA 94568.

Permit applications may also be submitted electronically through: permits@dublin.ca.gov. These applications will be reviewed as soon as practical between one to three days.

Applicants not utilizing the above options will go through the normal plan check process of up to ten days for review.

4. Fees

Residential solar fees are based on a fixed fee of \$450.00. Additional miscellaneous state fees will also be applied. See Dublin's [Master Fee Schedule](#).

5. Inspections

Once all permits to construct the solar installation have been issued and the system has been installed, it must be inspected before final approval is granted for the solar system. On-site inspections can be scheduled by contacting the Building & Safety Division at (925) 833-6620 or electronically at [online inspections](#). Phone inspection requests received by 4:00 pm can be performed on the next business day. Online inspections can be scheduled each day up until 10:00 pm the day before.

Permit holders must be prepared to show conformance with all technical requirements in the field at the time of inspection. The inspector will verify that the installation is in conformance with applicable code requirements and with the approved plans.

The inspection checklist provides an overview of common points of inspection that the applicant should be prepared to show compliance. If not available, common checks include the following.

- Number of PV modules and model number match plans and specification sheets number match plans and specification sheets.
- Array conductors and components are installed in a neat and workman-like manner.
- PV array is properly grounded.
- Electrical boxes are accessible and connections are suitable for environment.
- Array is fastened and sealed according to attachment detail.
- Conductor's ratings and sizes match plans.
- Appropriate signs are properly constructed, installed and displayed, including the following:
 - Sign identifying PV power source system attributes at DC disconnect.
 - Sign identifying AC point of connection.
 - Sign identifying switch for alternative power system.
- Equipment ratings are consistent with application and installed signs on the installation, including the following:
 - Inverter has a rating as high as max voltage on PV power source sign.
 - DC-side overcurrent circuit protection devices (OCPDs) are DC rated at least as high as max voltage on sign.
 - Switches and OCPDs are installed according to the manufacturer's specifications (i.e., many 600VDC switches require passing through the switch poles twice in a specific way).
 - Inverter is rated for the site AC voltage supplied and shown on the AC point of connection sign.
 - OCPD connected to the AC output of the inverter is rated at least 125% of maximum current on sign
 - and is no larger than the maximum OCPD on the inverter listing label.
 - Sum of the main OCPD and the inverter OCPD is rated for not more than 120% of the bus bar rating.

6. Departmental Contact Information

For additional information regarding this permit process, please consult the [Building & Safety Division](#) website or contact us at (925) 833-6620.