



Solar PV Permit Submittal Checklist

Plans can be approved quickly when the information is clear and complete. The plan reviewer must make a determination that the plans are complete, and project and project site comply with city standards and regulations. A Building and Electrical Permit are required to install a solar PV System with a maximum power of 10kW or less. Planning review is not required for solar PV installations of this size. Fire Department clearance is required for all solar PV installations, for further information please contact the Los Angeles County Department, Fire Prevention Unit at (310) 263-2732. The Building and Safety Division can issue a building permit or other nondiscretionary permit the same day for most over-the-counter applications or within one to three business days within receipt of a complete application that meets the requirements of this checklist.

- ☐ Completed permit application form. This permit application form can be downloaded [here](#).
- ☐ Submit 2 copies of plans; must be drawn in ink on bond/blueprint paper. Minimum paper size 11"x17".
- ☐ Street address and legal description/Assessor Parcel Number should be printed on title block.
- ☐ Electric Plan:
 - Locations of main service or utility disconnect
 - Total number of modules, number of modules per string and the total number of strings
 - Make and model of inverter(s) and/or combiner box if used
 - One-line diagram of system
 - Specify grounding/bonding, conductor type and size, conduit type and size and number of conductors in each section of conduit
 - If batteries are to be installed, include them in the diagram and show their locations and venting
 - Equipment cut sheets including inverters, modules, AC and DC disconnects, combiners and wind generators
 - Labeling of equipment as required by CEC, Sections 690 and 705
 - Site diagram showing the arrangement of panels on the roof or ground, north arrow, lot dimensions and the distance from property lines to adjacent buildings/structures (existing and proposed).
- ☐ 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. Examples of clear path access pathways are available in the State Fire Marshal Solar PV Installation Guide.



DEPARTMENT of COMMUNITY DEVELOPMENT

1700 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3732 / WWW.CITYOFGARDENA.ORG / PHONE (310) 217-9530

- ☐ 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.