



City of Palm Springs
Department of Building & Code Enforcement
3200 East Tahquitz Canyon Way, Palm Springs CA 92262
PO Box 2743, Palm Springs CA 92263
Tel 760.323-8242 P Fax 760.322.8360 P TDD 760.864.9527
www.palmsprings-ca.gov

Solar Permit Submittal Requirements

Roof Mounted Systems under 10kw

1. Approval Requirements

The following permits are required to install a solar PV system under 10KW:

- a) Solar PV Permit
- b) Panel Upgrade permit (if applicable)

Planning approval is required for solar PV installations of this size. (Conduits painted to match adjacent roof or wall color. Maximum height off roof is eight inches.

Fire Department approval is not required for solar PV installations of this size.

2. Submittal Requirements

- a) Completed permit application form. This permit application form can be downloaded at www.Palmspringsca.gov.
- b) Three sets of complete plans:

An electrical plan shall be submitted that includes the following:

- Locations of main service or utility disconnect.
- Identify amperage of the existing or proposed service main.
- Identify if the main is center loaded or if the main disconnect is located at the top of the panel.
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- 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)

- c) Demonstrate compliance with structural requirements.

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Structural support information for roof-mounted systems including the following shall include:

- Weight of panels, support locations, and method of attachment
- 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
- Structural load calculations only when the dead load for the system exceeds 5 pounds per square feet

d) Complete City of Palm Springs PV Electrical Information Worksheet

3. Plan Review

Permit applications can be submitted to Palm Springs Building Department in person at 3200 E. Tahquitz Canyon Way, Palm Springs, CA 92263

4. Fees

A plan review deposit of \$108 is due and payable at the time of permit application.

A permit fee of \$xxx is due and payable at the time of permit issuance.

A Re-Inspection fee will be charged in the event that more than one inspection is required or in the event that the work is not ready for inspection.

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. Inspections are performed Monday through Thursday and must be scheduled no later than the proceeding day. Inspections are received over the phone by automated means. Provide your permit number, job address and contact phone number. An inspector will contact you the morning of your requested inspection to identify an am or pm approximation of time.

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 approved plans and permit card must be on site and a ladder must be provided for roof access at the time of the inspection.

Below are common points of inspection with which the applicant should be prepared to show compliance:

- Number of PV modules and model number matches plans, and specification sheets number matches 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 ratings and sizes match plans
- Appropriate signs are properly constructed, installed, and displayed, including:
 - 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:

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- 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
- System is energized. When the work includes a panel upgrade, that work must be completed and energized prior to a PV Solar final inspection