



City of San Leandro
Division of Building & Safety Services
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Plan Submittal Guidelines
Photovoltaic Solar Electric
Systems
Rev 2019

Three (3) sets of plans. Plans should be drawn to scale and should include:

- a. Site address of project; name, address and phone number of the owner, designer and contractor.
- b. Site plan showing location of proposed or existing buildings, property lines, easements, location of the panel installations and the main service location.
- c. Roof framing plan and a framing cross-section detail showing roof slope, rafter size, spacing, span and direction of existing rafters and type of roofing material.
- d. Provide roof plan showing panel layout and Fire Department clearances.
- e. Elevation detail drawing the plane of modules, height of the solar panels/modules above the roof surface and the height of building. Indicate type, diameter, length of embedment of bolts (e.g. 5/16") and minimum embedment (e.g. 3 1/2") into rafter framing.
- f. Attachment detail and load calculations for mounting system. Include the rack system to roof and panel mounting system. Indicate module weight, module area, mounting hardware weight, maximum point load per attachment mount and roof load per square foot.
- g. Indicate the total number of attachment points. Show the actual locations of the attachment points on the roof framing plan. Specify the actual spacing between attachment points (horizontal and vertical) on the rail.
- h. Grounding detail for solar array. Blow-up detail for the mechanical grounding system.
- i. Manufacturer's specifications sheet information for the solar panel and inverter equipment.
- j. Provide an electrical single line diagram showing the following information: PV panel layout, PV source short circuit current rating, conductor size and ampacity, type, locations and lengths of runs, wiring methods, grounding points, inverter location, DC-AC disconnect locations, battery locations, points of connection to the existing electrical system. Include existing service size and number of meters.
- k. Provide a picture of existing main service panel with dead front off
- l. Specify type of weather sealing of roof penetrations (must be caulked, gasketed, weather stripped or otherwise sealed per 2019 Energy Standards Mandatory Measures)
- m. Provide all required photovoltaic electric system signage, and location
- n. Standard review plan check turn around is 3-5 working days.
- o. Expedited review (over the counter) please include expedited check list, inverter or micro inverter paperwork, and structural criteria, these documents are located on our city website under Forms, Fees, and Facts.