



Expedited Photovoltaic Submittal Checklist- Building Division

The following checklist outlines the minimum plan requirements to submit for a PV review for residential rooftop installations under 10kw. Please note this is a minimal checklist and additional information may be required for approval.

Please provide 3 complete sets of building plans on a minimum size 11" by 17" sheet size.

All plans should note that all work shall conform to the 2019 California Electrical, the 2019 California Residential Code, and the Napa Municipal Code.

As outlined in Section 324 of the California Residential Code, please demonstrate:

- Roof Load**- The roof on which the PV system will be installed is designed and constructed to support the loads imposed by such systems in accordance with Chapter 8.
- Wind Load**- Rooftop mounted PV panels/ module systems and their supports shall be designed and installed to resist the component and cladding loads specified in Table R301.2(2), adjusted for height and exposure in accordance with Table R301.2(3).
- Roof Access and Pathways**- Provide a roof plan depicting roof access, pathways, and setback requirements shall be provided in accordance with Sections R324.6.1 through R324.6.2.1. Access and minimum spacing shall be required to provide emergency access to the roof, to provide pathways to specific areas of the roof, provide for smoke ventilation opportunity areas, and to provide emergency egress from the roof.

Please refer to Article 690 of the California Electrical Code for reference:

- Provide a detailed electrical single-line diagram of the PV system proposed. Include the size and location of the Electric Main Service Panel. Demonstrate the busbar is capable of serving the proposed added PV demand (120% Rule).
- Clearly show all circuit, conductor, and conduit sizing.
- Provide an index and location of all Safety Labeling.
- Provide manufacture specifications of all PV equipment.
- Demonstrate Rapid Shutdown feature and location.

Please make sure that a valid Contractors License and City of Napa Business License are active and can be presented at building permit submittal.

Visit the City of Napa Building Division Webpage for additional information, forms, checklists.

<https://www.cityofnapa.org/228/Building-Division>