



SUTTER COUNTY DEVELOPMENT SERVICES DEPARTMENT

Building Inspection
Code Enforcement
Planning

Environmental Health
Emergency Management
Fire Services

Engineering
Road Maintenance
Water Resources

Solar Permit Checklist

Ground Mount

- Site Plan:** Shall be drawn per the site plan submittal checklist and on 11x17 paper. Identify equipment location and include all structures on parcel and their dimensions, include septic and leach field. Site plan shall also show distance between structures and distance to property lines. For all requirements, ask for our "permit process handout".
- Foundation:** Shall be designed to withstand lateral and uplift loads imposed. See handout.
- Electrical Line Diagram:** Size of conductors, main panel, sub panels, inverters, grounding electrode, PV system equipment, including make, model, size of units and all panel ratings.
- Plans:** Two sets construction plans, including two copies of site plan. A cover sheet that shall include site address, owner's name, address, phone number, and scope of work statement, a sheet index indicating each sheet title and page number, and design criteria specific to Sutter County. Plans shall include manufacturer's cut sheets for equipment, hardware, mounting, grounding, signage, etc. Responsible designer required to sign, or stamp all pages.
- Listed and Labeled:** All equipment shall be listed and labeled for its use by an approved third party listing agency, or by a third party certified fabricator.

Roof Mount PV or Solar Water Heating

- Plans:** Two sets construction plans. Provide a cover sheet that shall include site address, owner's name, address, phone number, and scope of work statement, a sheet index indicating each sheet title and page number, and design criteria specific to Sutter County. Plans shall include manufacturer's cut sheets for equipment, conductors, hardware, mounting, grounding, signage, etc. Responsible designer required to sign and stamp all pages. **Roof mounted solar on a flat roof with a ballast type system must have a letter from a licensed structural engineer that is site specific and considers all applied loads to the roof structure.**
- Electrical line diagram:** Size of conductors, main panel, sub panels, inverters, PV system equipment, including make, model, size of units and all panel ratings.
- Panel Attachment:** Mounting details from manufacture. Roof jacks or approved flashing with a minimum 2" standoff is required. Wiring shall be secured to rack to prevent contact with roof surface and lag screws shall penetrate structural members a minimum of 2".
- Roof Cover:** Show type of roof, and size, span and spacing of rafters (if rafters are over span or will otherwise not support the system, further engineering will be required.)
- **Fire Department access pathway:** For hip roofs- Maintain a minimum of 3ft. clearance from eave to ridge on each roof slope where modules are located. Roofs with a single ridge require (2) two 3ft. access pathways from the eave to the ridge. Roofs with hips and valleys a minimum 18" inch clearance is required on both sides of the hip and valley. This requirement does not apply to roofs that are 2:12 or less. (2013 CRC R331)
- Listed and labeled:** All equipment shall be listed and labeled for its use by an approved third party listing agency, or by a third party certified fabricator.