

This handout applies to solar electrical systems also known as photovoltaic systems.

### How Do I Apply for a Permit?

In order to apply for a permit you will need the following information.

- 1) Photos of the roof and building upon which the panels are to be installed on.
- 2) Plans showing panel location(s), mounting method, equipment location and mounting methods, wiring paths, labeling for panels, piping runs, etc. These are usually roof plans and elevation plans.
- 3) Equipment / Manufacturer's cut sheets.
- 4) Engineer's letter stating the roof as it exists can support the loading and uplift of the panel system or engineered drawings showing how the roof structure or panel mounting system needs to be modified to support the panel array.
- 5) 3 copies of all plans and documents.

### How much do the permits cost?

There are two costs associated with these types of projects.

- 1) Plancheck - approximately 1% of job installed cost (valuation).
- 2) Permit - approximately 1 - 2% of job installed cost (valuation).

### How long will it take to get a permit?

Initial plancheck time is usually two weeks from submittal. Based on that plancheck either the plans will be approved or a letter will be written outlining the issues the plan checker has identified and a re-submittal will be required.

If you receive a plancheck letter you need to revise the plans or documents and resubmit for a follow up plan check. If the answer to the plancheck questions are incomplete then another round of plancheck will need to be performed. This will happen until the plans are found complete and approved. Please fully answer all the plancheck questions.

Once all the questions have been answered, then the plans will be stamped approved and a permit can then be issued.

## REQUIRED LABELING FOR PHOTOVOLTAIC SYSTEMS

Labeling shall comply with CEC Sections 690-5c, 690-10c, 690-17. Labels shall be printed or manufactured so as to be permanent and shall not discolor or be subject to deterioration from exterior / weather conditions.

Hand written marker pen labeling will not be accepted or allowed.

1. THE WORD "**WARNING**" SHALL BE PRINTED IN **RED INK**.

**2. FOR SINGLE SOURCE SYSTEMS ONLY TO BE PLACED ON THE PHOTOVOLTAIC PANEL DISCONNECT**

**- WARNING -**  
SINGLE 120 VOLT SUPPLY  
DO NOT CONNECT MULTI-WIRE  
BRANCH CIRCUITS

3. TO BE PLACED ON THE PHOTOVOLTAIC SYSTEM DISCONNECT TO THE MAIN ELECTRICAL SERVICE:

## DISCONNECT

Photovoltaic system from utility

4. TO BE PLACED ON THE DISCONNECT FROM THE SOLAR PANELS TO THE PHOTOVOLTAIC SYSTEM:

## **-WARNING-** ELECTRIC SHOCK HAZARD

-Do not touch terminals-

Terminals on BOTH the line and load sides may be energized in the open position.

.5. TO BE PLACED ON MAIN ELECTRICAL PANEL COVER:

## **-WARNING-** MULTIPLE POWER SOURCES

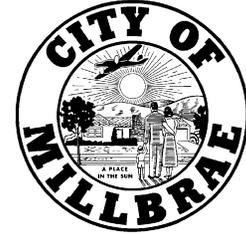
A PHOTOVOLTAIC SYSTEM IS PRESENT.

120 VAC and / or 240VAC may be produced.

DC power circuits are present on this site.

Batteries may be present on this site. Disconnect all power sources before servicing.

Test all voltages to confirm disconnection.



## Submittal Requirements for Photovoltaic (Solar) Energy Systems

---

City of Millbrae

Community Development  
Department

Building Division

621 Magnolia Ave.  
Millbrae, Ca. 94030

Building Division  
650-259-2330  
Fax 650-697-2657

Website: [www.ci.millbrae.ca.us](http://www.ci.millbrae.ca.us)