



COUNTY OF ALPINE
Community Development
Building Department
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EXPEDITED PERMIT PROCESS FOR SMALL SOLAR PHOTOVOLTAIC (PV) SYSTEMS

PURPOSE

In an effort to promote consistent methodology for review and processing of permits for small (less than 10 Kw) solar PV energy systems, this standardized permit process has been developed for rooftop or pole mounted systems.

Please be advised that revisions to this process may be necessary based upon amendments and errata issued by the State of California, California Code of Regulations.

PROCESS

- Projects must be submitted online using the [Building Division Online Portal](#). Please note that the projects will not be *reviewed* or a permit issued “over-the-counter”. The review process typically occurs within three days following complete submission of plan documents.
- All project submissions must be accompanied by a completed Building Permit Application and [Solar Expedited PV Permit](#) or similar document. If the owner submits the project as an “Owner – Builder”, a completed [Owner-Builder Package](#) is required.
- Projects submitted after January 1, 2023 shall be in conformance with the 2022 California Building Code (CBC), 2022 California Residential Code (CRC) (as applicable), 2022 California Fire Code (CFC), 2022 California Electrical Code (CEC), 2022 California Energy Code and all other applicable codes, references and ordinances.
- The Building Department will review plans and issue permits for applicable projects. Additionally, applicant must submit projects proposed in Kirkwood valley to [KMPUD](#) for review and acceptance.
- For “grid-interactive” PV systems, it may be prudent to discuss the proposed project with the local utility company.

SUBMISSION OF PLANS

If the project is not submitted online using the [Building Division Online Portal](#) , provide **two (2) copies** of the following:

1. **Cover page** of plans including:

- Owner's name
- Project address
- Scope of work
- Name of designer and / or contractor
- Applicable code

2. **Site plan** including:

- Location of the array
- Readily accessible location of the main disconnect for the array
- Grid power main disconnect (if applicable)
- A north arrow indicating orientation of the project.
- For roof-mounted arrays, show pitch of roof slope, a minimum 3-foot wide pathway from eave to ridge, and 3-foot clearances from eaves and ridges
- For pole-mounted arrays, show location and setback from property lines

3. **Electrical single-line drawing** including:

- Size and location of new AC/DC disconnects
- Over-current protection devices
- Equipment grounding
- Ground fault protection
- Combiner / junction box locations
- Type and size of conductors and conduit
- Inverters
- Additional standby systems including batteries, charge controllers, and generator connections (if applicable)
- [Solar PV Electrical Diagram](#)

4. **Manufacturer's technical specifications** for all PV equipment and mounting systems.

- All equipment shall be listed by an approved testing agency
- Photovoltaic modules, new sub-panels, inverters, batteries and generators shall be located and installed in conformance with applicable codes and manufacturer's instructions
- Pole-mounted arrays will require a California licensed engineer's design

5. **Detail sheet for marking or signage** of installed equipment.

- Fade-resistant permanently affixed labels and signage with white lettering on a red background pursuant to UL 969 and Article 690 of the California Electrical Code.
- [Solar PV Marking Diagram](#)

RESOURCES

[Go Solar California](#)

[Solar America Board for Codes and Standards](#)