

First read this entire protocol to be sure submitted materials will be complete.

PRINTED PLANS

Plans submitted printed on paper will be treated in the same manner as emailed submissions, with regard to email communications, phone calls, time limits, and requirements for complete submissions.

EMAILING SUBMISSIONS

STEP 1:

Go to link below and download current version of Permit Application for Roof-Mounted Solar Photovoltaic (PV) Systems Only:

<http://sfdbi.org/sites/sfdbi.org/files/Solar%20Permit%20Worksheet%202015.pdf>

Complete all required fields and Save as PDF file type.

Name the file: PV Application from [Applicant Name].

File must include both pages; it is a two sided document when printed.
If both pages are not included the application will not be processed.

Type entries, or if completing by hand, please use all capital letters for easier reading.
Illegible writing, incomplete applications and poor scans will not be accepted.

STEP 2:

Open a new email message and enter the following email address into the Send field:

DBI.PVPLANS@SFGOV.ORG

Add others in your organization that you would like to receive notifications to the CC: field.

STEP 3:

Attach only PDF file type drawings and documents and PV Application to the email.

STEP 4:

Enter into the Subject line:

PV PLANS from [Applicant Name]

Do not add anything else to the Subject line.

STEP 5:

Verify that the email is complete, subject line is correct. You may add some brief information regarding the submission in the body of the email.

When complete and ready: Send

REGARDING QUESTIONS

If you require answers to questions about a project, call the PV Plans Office:
415-558-6040 Leave brief VM with contact info and plans regarding if not answered.
Calls are generally returned within two to three business days.
Best time to reach plans checker is 2-3:30PM weekdays.

DO NOT send questions to the PV Plans email, or include any in submissions.
Doing so will not generate any response.

DBI RESPONSES TO SUBMISSIONS

STEP 6:

When the submission is received, a Plan Number will be assigned, and the plan will be added to the Review Queue. To save time and confusion always refer to Plan Number if you call, or with permission correspond with an assigned inspector, and when picking up approved plans.

An email will be sent to the email addresses provided with the submission, with a new subject line that includes the Plan Number, the word "RECEIVED", date sent, and initials of the reviewer.

This does not mean the plans have been approved; it is just to acknowledge receipt of submission, and will also contain the submitted attachments for verification.

STEP 7:

When the submitted plans are reviewed the protocol will skip to Step 8 unless there are issues. If the submission is not complete, or a drawing or document is not clear and legible, or there are errors or omissions, you will receive an email having a subject line as described in Step 6, except containing a key word that describes an action required. The body of the email will provide further details regarding the needed action.

We may attempt to call you about issues. Conversations are generally less time consuming than extensive email exchanges. It is very important that you provide a phone number where you can be reached, and an email address that is checked regularly. Be advised that many of our phone numbers are blocked, so be sure you can receive blocked calls.

After the required changes or corrections are made, find the email you were sent that requested the change or correction, then FORWARD the message, and attach the revised documents to the email. You may add brief notes in the text field pertaining to your revisions. DO NOT ALTER THE SUBJECT LINE. Doing so will cause delays.

In the TO: field enter: DBI.PVPLANS@SFGOV.ORG Then SEND

If you have questions, please call as described above, help is available, and could avoid multiple revisions. In some cases you *might* be provided an email address for a particular inspector, so that written exchanges can be made. Do not use the PV Plans email to ask questions; it is to be used only for submissions. Doing so will not generate any response.

Any submissions requiring multiple revisions are subject to additional plan check charges.

STEP 8:

When the plans are approved, they will be printed; one for DBI records, and one for pick up at the DBI counter, 3rd floor at 1660 Mission Street, San Francisco, CA.

A coversheet will be added with numbered attention notes. The application will be clipped to the plans set. An email will be sent to the email address used to provide the submission. It will have a subject line as described in Step 6 except with the word, "APPROVED" in it, and the body the email will have instructions.

TIME LIMIT FOR RESPONSES

If the submission is incomplete or not approved upon review, and a response is sent requiring some action, resubmission must be made within 10 Business Days to retain the position in the Review Queue. If a resubmission is not made within 30 Calendar Days the project will be considered abandoned, and the submission may not be retained.

When plans are approved they are placed in the DBI 3rd floor permit center's *Will Call* drawer for pickup. Plans that are not picked up within 30 Days may be placed in locked storage. To pick up plans that have been left for over thirty days, be advised to call in advance and arrange to have them available for pickup. If they are not picked up on the day arranged they will be returned to locked storage. Plans not picked up within six months of approval will not be retained.

SIGNATURES ON APPLICATIONS

You may sign the application and the scan or digital signature will be accepted, or you or your authorized agent may sign it at time of pickup. If you elected to not sign your application submitted, and you wish to have someone else pick up plans, be sure we have your authorization for this person on file, or provide them with a letter indicating your authorization.

REQUIREMENTS FOR COMPLETE PLANS SUBMISSION

Submit only one project at one address per email sent.

Submit only drawings and cut sheets related to project and attached ONLY in PDF file type.

Provide documents formatted at your end for printing as 8.5" x 11" and 11" x 17" only. See below for plans made on larger formats. Provide separate files for different size sheets. Provide one PDF file containing all documents of same size, except the DBI PV Application should be provided in its own file at 8.5" X 11" size with both sides of the page.

(A) DRAWINGS

Please submit color drawings whenever possible. Drawings of any dimensions may be submitted, provided the file size can be received at DBI. Approved plans will be printed on 11" x 17" paper. If your plans are drawn for a larger size, prepare the PDF at your end for printing at 11" x 17" size. If the plans will not be legible at this size, still submit them by email for review. After any revisions if needed are made, you will be asked to provide two sets of paper prints for receiving stamped approval.

Drawings must include the following information. You may combine elements of this information on sheets, provided the sheets are not crowded or confusing. Your plans may be rejected if sheets are too crowded or unrelated information is present. Provide a symbol key. Photographs incorporated on drawings are acceptable if clear, but in no case will be accepted as a substitute for required drawings.

Site Plan approximately to scale including cardinal direction orientation of property, adjacent street, for corner lots also intersecting street, location of existing electric and gas service meters, locations for string inverters.

Roof Plan approximately to scale with dimensions, showing perimeter, pitched roof particulars including ridges, hips and valleys, or flat roof and parapets, and all important features such as vents, skylights, HVAC or other significant equipment.

Show locations of modules, racking orientation relative to modules, attachment points to roof, junction or combiner boxes, disconnects, conduit routing plan, any associated panels, inverters or equipment relevant to the PV installation on the roof. Show required fire personnel pathways including dimensions from insides of parapet walls, from ridges, hips or valleys, or from obstacles.

Provide at least one elevation view of arrays relative to the structure mounted on. If the building has unusual features that might make it difficult to interpret how to apply fire path requirements include elevations of the building and relevant roof transitions. When sections are indicated on plan views, provide correct referenced elevation views.

Have at least one view that shows the details of the method of attachment to the roof. Tilt-up racking must include a basic uplift calculation if you are submitting a reverse tilt array (i.e. North side of sloped roof near ridge). Low slope arrays will usually be accepted if showing standard accepted construction practices.

(B) Electrical wiring diagram, that may be single or multiple line as needed. Include all relevant information regarding modules, inverters, switches, panels, raceways, enclosures, wire types and sizes, wire ampacity calculations for temperature and voltage drop, etc. Show main breaker size, buss rating, and voltage. Provide the diagram and associated information formatted for 11" x 17" printing. If part of a larger electrical plan that will not be legible at this size, break out the portion only associated with the PV system and provide it separately in addition to the larger plan, drawn so that it will be legible at this size.

(C) Specification sheets for major components of the system including modules, inverters, racking, and roof attachment materials. Provide only data sheets that show specifications for the materials and equipment. Provide only the most current sheets from manufacturers' websites in PDF file type. Outdated or scanned documents will not be accepted.

DO NOT PROVIDE INSTALLATION MANUALS, PAGES FROM CATALOGUES OR REFERENCE TABLES, OR PAGES FROM DESIGN OR CALCULATION PROGRAMS.

If more information of this type is required, it will be requested after initial review. Your submission could be rejected if voluminous information of this type is included.

(D) For larger systems, particularly those placed on commercial buildings, it is customary to provide a structural review by an architect or engineer. Plans submitted with structural analysis and stamped by a Professional Engineer will expedite our review.