

## Supplement - Protocol for Photovoltaic (PV) Plans - October 20, 2016

**Please read this entire protocol to be sure submitted materials will be complete, and procedures followed correctly. Keep it handy for reference.**

### **(1) PRINTED PLANS versus EMAILED PLANS**

Plans submitted printed on paper will be scanned for computer processing. Please email plans with original source files saved in PDF format and unlocked whenever possible, for ease of transport and for best image clarity. To email plans, follow the specific instructions for emailing in Section (7) below.

Plans submitted on paper will be treated in the same manner as emailed submissions, with respect to email communications, phone calls, time limits, and requirements for complete submissions. See below. Plans submitted on paper will be scanned for computer processing.

### **(2) PERMIT APPLICATION FORM**

Complete the Permit Application for Roof-Mounted Solar Photovoltaic (PV) Systems. This must be done online, by going to the link below:

<http://dbiweb.sfgov.org/SolarPDFGenerate/>

JOB: Enter only the Address Number and Street where the work will be performed. (Please do not write out city, state, zip – this field is for just the street address)

OWNER NAME: Provide the name of the property owner.

OWNER PHONE: Provide a phone number for the property owner.

CONTRACTOR LICENSE #: Provide the contractor's California State License Number.

LICENSE CLASS: Provide the letter and number class of the contractor's license.

BUSINESS LICENSE #: Provide the contractor's San Francisco license number.

CONTRACTOR/APPLICANT NAME: Provide the name of the business entity requesting the permit, or the contractor's personal name.

APPLICANT PHONE: Enter a phone number where the Applicant may be reached.

APPLICANT CELL PHONE: Please provide the cell phone number for Applicant.

APPLICANT ADDRESS: Provide the business address of the contractor.

APPLICANT EMAIL ADDRESS: Provide an email address where the Applicant may be contacted. Be sure to set spam filters to allow messages from DBI.PVPLANS@SFGOV.ORG

Place a check mark in the appropriate box for RESIDENTIAL or NON-RESIDENTIAL. Be advised that multi-unit buildings or other than single family homes may be considered by fire personnel to be non-residential, subject to the size of the building and type of construction.

Enter the quantity of modules (PV panels) and the rating of the modules in Watts. The System Size, in kilowatts (KW) is calculated automatically from these entries.

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If your project will also include a service or subpanel change, or include batteries, place a check mark in the box adjacent these items where indicated. If there are other unusual features of your system, check the "other" box and briefly describe where indicated (i.e. adding to existing PV system, revision with fees paid (provide permit number), or other unusual items. Do not use this field to enter extraneous comments.

When all items are completed, generate the Application by selecting the bar at the bottom of the form; "Generate Solar Permit Application".

### **(3) SIGNATURES ON APPLICATIONS**

*Scans of Applications will not be accepted.*

You may complete the signing section near the bottom of the form, or have your authorized agent sign when picking up the permit. Be advised that only an agent authorized by you, and whose name is on file at the Department of Building Inspection may sign for you.

If you need help using the PDF signing function go to:

<https://helpx.adobe.com/acrobat/using/filling-pdf-forms.html>

Attach the Generated Application to your emailed submission as described below in Section (7), or if you must submit plans on paper, submit two sets, print the filled-in application document and sign with blue ink, but submit only one copy with the plans set.

### **(4) DBI RESPONSES TO SUBMISSIONS**

When the submission is received, it will first be given a quick look to see that all three components are present. A Plan Number will be assigned, and the plan will be added to the Review Queue. **Please refer to the Plan Number** in any correspondence and when picking up approved plans.

An email will be sent to the email address used for the submission, with a subject line that includes some identifiers, the Plan Number, the key word "RECEIVED", date sent, and initials of the inspector whom reviewed the plan.

This does not mean the plan has been reviewed; it is just to acknowledge receipt, and will contain the submitted attachments for verification. Do not reply to this email.

*Replies will not generate a response, and may delay processing of your application.*

If the submission is not complete, or a drawing or document is not clear and legible, or there are errors or omissions, the email sent will have a subject line as described above, except it will contain key words that describes an action required. Instructions will be written in the body of the email message. It is very important that you save this message and keep track of it for your subsequent response.

Do not reply to the email that requires changes or corrections.

***Replies will not be processed and will cause delays; see below\*\*\****

We may attempt to call or email you about issues. Conversations are generally less time consuming than extensive email exchanges. It is very important that you provide a phone

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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. If your inquiry call is not answered, be sure to leave a message; your call will be returned promptly.

\*\*\*Required corrections or changes will involve the alteration of one or more of the files you originally submitted. Respond to the required action as follows:

- [A] Locate the email sent to you requesting the changes or corrections.
- [B] FORWARD the message to: [DBI.PVPLANS@SFGOV.ORG](mailto:DBI.PVPLANS@SFGOV.ORG)
- [C] Attach the revised files to the message, and leave the original files attached.
- [D] You may include brief notes in the body of the email relevant to your response.
- [E] Do not alter the subject line; doing so will cause delays. **SEND** your message.

### ***Questions sent to the plans submission email will not be answered.***

In some cases you might receive an email from an inspector, with whom you may communicate regarding questions or corrections.

If you have questions, call the DBI PV Plans phone at 415-558-6136. Do not use the PV Plans email to ask questions; it is only for plans submissions and responses by reviewers.

### ***Questions sent to the plans submission email will not be answered.***

When the plans are approved, they will be printed with numbered attention notes. A coversheet will be added that describes the numbered attention notes. The application will be clipped to the plans set. An email will be sent to the email used for the submission with a subject line as described above except with the word, "APPROVED", and with instructions in the message for picking up plans and obtaining a permit.

## **(5) TIME LIMIT FOR RESPONSES**

If the submission is not approved upon review, and a response is sent requiring some action, resubmission must be made within ten (10) Business Days to retain the position in the Review Queue. If a resubmission is not made within thirty (30) Days the project will be considered abandoned, and the submission will be deleted.

Plans that are not picked up within thirty (30) Days will 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. Plans not picked up within six months of approval will not be retained.

## **(6) REQUIREMENTS FOR COMPLETE PLANS SUBMISSION**

[A] Submit plans in unlocked PDF file type and formatted for 11x17 size sheets. Almost any plan can be provided on 11x17 sheets regardless of system KW size, by dividing plans into sections. Plan notes, captions, inserted tables or charts must appear in type size not smaller than 10 point. Drawings in color are welcome and preferable when color will make plans easier to understand. All drawings must be to scale with dimensions.

**Approved plans will be printed in color.**

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When larger sheets are required for legibility, and because a large amount of detail on one sheet is necessary to comprehend the plan, submit the sheet with a note indicating its intended size. We may request paper prints of oversized sheets.

**[B]** One or more sheets of Roof Plan showing perimeter, pitched roof particulars including ridges, hips and valleys, or flat roof and parapets, and all important features such as vents and skylights, including cardinal direction orientation of property, adjacent street, for corner lots also intersecting street, location of modules, racking orientation relative to modules, attachment points to roof, junction or combiner boxes, disconnects, conduit routing plan, location of inverters, location of electrical service, any associated subpanels relevant to the PV installation.

**[C]** Provide at least one elevation view of arrays relative to the structure mounted on. Include one or more elevation views of the building if it has unusual features that might make it difficult to interpret how fire personnel will have required access. Include elevations of the building if there are multiple roof levels in a pathway. When sections are indicated on plan views, provide correctly referenced elevation views.

**[D]** Have at least one view that shows the details of the method of attachment of the arrays 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 provided on racking made by accepted, listed manufacturers. Customized components may need separate approval.

**[E]** One sheet with the electrical wiring diagram, that may be single or multiple line as needed. Include all relevant information regarding modules, inverters, switches, panels, wire types and sizes, ampacity calculations including temperature derations, etc.

**[F]** Current versions of Data sheets or so called "cut sheets" for major components of the system including modules, inverters, racking, roof attachment components, and grounding components. Provide current PDF downloads from manufacturer websites, and do not include scans of old data sheets, or copies from catalogues.

**ONLY provide such data sheets, and do not include installation instruction guides or manuals, certificates of compliance, generic pages of tables, multiple-page program generated calculation reports, or components of monitoring systems, or catalogue pages for standard electrical equipment (i.e. disconnects).**

*Manufacturer information is regularly reviewed by plan review staff in depth. Data sheets must be included so field inspectors can readily identify that installations comply with approved plans. If additional information is needed it will be requested after initial review. Plans submitted with excess pages will be returned for editing.*

**[G]** 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 the Architect or Professional Engineer will expedite our review.

**[H] APPLICATION FOR PERMIT** - All submissions must include one copy of the Application, provided as described above in Section (2). Complete the Application using the fillable-field form as described and save as a PDF type file for attachment to email.

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### **(7) SUBMITTING PLANS BY EMAIL**

Submitting plans by email saves the applicant time and money on trips to DBI and decreases environmental impacts from travel and printing. Plans submitted on paper will be scanned for computer processing, which generally degrades their quality, so whenever possible submit original CAD plans, saved as PDF file type and unlocked for annotation. Approved plans will be printed in color and constitute the Field Copy. Approved plans must be picked up in person to obtain a permit. The Approved Plans are required to be on site for inspections.

**[A]** In your computer's email program Open a New Message.

**[B]** In the Send TO: field enter the following email address:

[DBI.PVPLANS@SFGOV.ORG](mailto:DBI.PVPLANS@SFGOV.ORG)

**[C]** In the Subject line write:

New PV Application from (Your Name or Project Name)

**[D]** Attach files to this email as follows:

- (1)** Plan Drawings – As described above in Section (6). Compile a PDF type file to include all pages of your plan, and formatted for printing on 11x17 size sheets. Attach this file to the email message.
- (2)** Data Sheets – As described above in Section (6). Compile the file to include all of the data sheets if possible and formatted for printing on 8.5x11 size sheets, or if composed two-up per sheet, formatted for 11x17 size sheets. Also attach this file to the email message.
- (3)** You may combine two-up compiled data sheets into the same file with your plans drawings, provided everything is formatted for 11x17 size printing.
- (4)** Attach the saved, completed Application from Section (2) above. Do not combine this form with any other files. It must be provided separately.
- (5)** You may add a brief description of your submission in the Body of the email message. After all attachments have been placed with the message, open them one at a time to verify that they are correct and complete.
- (6)** When complete and ready, select SEND.

**[E]** If you have any questions regarding how to compose and send emails, or regarding anything in this protocol, please call the DBI PV Plans phone at 415-558-6136. Please leave a message if not answered. Calls responding to these requests are generally returned within 2-3 days of receipt. Please do not call requesting a status of plan review.