



## **SOLAR PHOTOVOLTAIC (PV) SYSTEM INSTALLATIONS: 10kW OR LESS**

The following information is a guide to help applicants through the City of West Hollywood streamlined permitting process. This guide provides information about submittal requirements for plan review, applicable fees and required inspections for PV systems of 10kW or less.

### **1. Permits and Approvals Required**

The following permits and approvals shall be required for solar PV systems with a maximum output no greater than 10kW:

- a) Planning approval. Projects with an output no greater than 10kW will be issued under a zone clearance.
- b) Building and Safety review and approval is required. A building and electrical permit shall be issued.

### **2. Submittal Requirements**

- a) Completed permit applications. Can be found on Building and Safety's website at [www.weho.org](http://www.weho.org).
  - [Zoning clearance application.](#)
  - [Building permit application.](#)
  - [Electrical permit application.](#)
- b) Completed Expedited Solar Photovoltaic Permitting Checklist. Only projects with all "YES" responses are eligible for expedited permitting.
- c) Completed Solar PV Standard Electrical Plans. The standard plan may be used for installations of 10kW in size or less. Standard plans for both central/string inverter systems and microinverter systems are available.

If standard electrical plans are not provided for use, an electrical plan should be submitted that includes the following.

- Locations of main service or utility disconnect.
- Total number of modules, number of modules per string and the total number of strings.
- Make and model of inverter(s) and/or combiner box if used.
- One-line diagram of system.
- Specify grounding/bonding, conductor type and size, conduit type and size and number of conductors in each section of conduit.
- If batteries are to be installed, include them in the diagram and show their locations and venting.
- Equipment cut sheets including inverters, modules, AC and DC disconnects, combiners and wind generators.
- Labeling of equipment as required by CEC, Sections 690 and 705.
- Site diagram showing the arrangement of panels on the roof or ground, north arrow, lot dimensions and the distance from property lines to adjacent buildings/structures (existing and proposed).



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- d) A roof plan showing roof layout, PV panels and the following fire safety items: approximate location of roof access point, location of code-compliant access pathways, PV system fire classification and the locations of all required labels and markings. Examples of clear path access pathways are available in the State Fire Marshal Solar PV Installation Guide.  
<http://osfm.fire.ca.gov/pdf/reports/solarphotovoltaicguideline.pdf>.
- e) Completed Structural Criteria for Rooftop Solar Energy Installations form.

For non-qualifying systems, provide structural drawings and calculations stamped and signed by a California-licensed civil or structural engineer, along with the following information.

- The type of roof covering and the number of roof coverings installed.
- Type of roof framing, size of members and spacing.
- Weight of panels, support locations and method of attachment.
- Framing plan and details for any work necessary to strengthen the existing roof structure.
- Site-specific structural calculations.
- Where an approved racking system is used, provide documentation showing manufacturer of the rack system, maximum allowable weight the system can support, attachment method to the roof or ground and product evaluation information or structural design for the rack system.

### 3. Plan Review

Complete project documents and applications may be submitted to the City of West Hollywood Planning and Building and Safety Divisions per the following:

- In-person to the Community Development Department at 8300 Santa Monica Blvd. West Hollywood, CA 90069, located on the 2nd floor. Counter hours are from 8:00AM to 12:00PM, Monday through Friday.
- E-mail between the hours of 8:00AM and 12:00PM, Monday through Friday to [bgalan@weho.org](mailto:bgalan@weho.org).
- Permits not approved under the streamlined permitting process shall be submitted for plan review. The applicant will be notified within 3 business days regarding review status.

### 4. Fees

Building and electrical plan check fees and associated permit fees for qualifying residential rooftop solar energy systems have been waived by the City of West Hollywood. A zone clearance fee from the Planning Division as well as any State and Outside Agency fees will apply. Permit fees for required structural upgrades to existing buildings as part of the system installation are not waived.

### 5. Inspections

Inspections can be scheduled through the Building and Safety Division's automated inspection request line at (323) 848-6335. Inspection requests received within the business hours of 8:00AM to 6:00PM will typically be scheduled for the next business day.



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Permit holders must be prepared to show conformance with all technical requirements in the field at the time of inspection. The inspector will verify that the installation is in conformance with applicable code requirements and with the approved plans.

The inspection checklist provides an overview of common points of inspection that the applicant should be prepared to show compliance. If not available, common checks include the following.

- Number of PV modules and model number match plans and specification sheets number match plans and specification sheets.
- Array conductors and components are installed in a neat and workman-like manner.
- PV array is properly grounded.
- Electrical boxes are accessible and connections are suitable for the environment.
- Array is fastened and sealed according to attachment detail.
- Conductor's ratings and sizes match plans.
- Appropriate signs are properly constructed, installed and displayed, including the following.
  - Sign identifying PV power source system attributes at DC disconnect
  - Sign identifying AC point of connection
  - Sign identifying switch for alternative power system
- Equipment ratings are consistent with application and installed signs on the installation, including the following.
  - Inverter has a rating as high as max voltage on PV power source sign.
  - DC-side overcurrent circuit protection devices (OCPDs) are DC rated at least as high as max voltage on sign.
  - Switches and OCPDs are installed according to the manufacturer's specifications (i.e., many 600VDC switches require passing through the switch poles twice in a specific way).
  - Inverter is rated for the site AC voltage supplied and shown on the AC point of connection sign.
  - OCPD connected to the AC output of the inverter is rated at least 125% of maximum current on sign and is no larger than the maximum OCPD on the inverter listing label.
  - Sum of the main OCPD and the inverter OCPD is rated for not more than 120% of the bus bar rating.

### 6. Building and Safety Contact Information

For additional information or questions regarding the permit process, the Building and Safety Division can be reached at (323)-848-6320 or in person during public counter hours of 8:00AM to 4:00PM, Monday through Friday.