



# CITY OF NEWPORT BEACH

## COMMUNITY DEVELOPMENT DEPARTMENT

### BUILDING DIVISION

100 Civic Center Drive | P.O. Box 1768 | Newport Beach, CA 92658-8915  
[www.newportbeachca.gov](http://www.newportbeachca.gov) | (949) 644-3200

## Submittal Requirements

### Solar Photovoltaic Permitting for One- and Two-Family Dwellings

This information bulletin is published to guide applicants through a streamlined permitting process for solar photovoltaic (PV) projects 10 kW in size or smaller. This bulletin provides information about submittal requirements for plan review, required fees and inspections.

#### 1. Approval Requirements

- a) A Combination permit is required to install a solar PV system with a maximum power output of 10 kW or less.
- b) Planning review is required for all solar PV installations.

#### 2. Submittal Requirements

- a) Completed permit application form. This **Solar Permit Application** can be downloaded at:  
<http://www.newportbeachca.gov/home/showdocument?id=15043>.
- b) Demonstrate compliance with the **Eligibility Checklist for Solar Photovoltaic Permitting**. These criteria can be downloaded at:  
<http://www.newportbeachca.gov/government/departments/community-development-/building-division/solar-photovoltaic>.
- c) A completed Standard Electrical Plan. The **Solar PV Standard Plan** may be used for proposed solar installations 10 kW in size or smaller and can be downloaded at:  
<http://www.newportbeachca.gov/government/departments/community-development-/building-division/solar-photovoltaic>.

If the standard electrical plans are not used, an electrical plan must be submitted with 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)
- 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 expedited Structural Criteria along with required documentation. **Structural Criteria for Residential Rooftop Solar Energy Installations** can be downloaded at: <http://www.newportbeachca.gov/government/departments/community-development-/building-division/solar-photovoltaic>. 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.
- f) All electronic submittals must be paid at the time of submittal. Electronic submittals must have all attached forms mentioned above along with a completed “Credit Card Authorization Form” for the plan check fee of \$210.00. A “Credit Card Authorization Form” can be obtained from a Permit Specialist by calling 949 718-1888. The remaining permit fee is required to be paid in person for permit issuance and plan release.

**3. Plan Review**

Permit applications can be submitted at the Permit Center - Bay C, in person at 100 Civic Center Dr., Newport Beach, CA 92660, or electronically submitted through e-mail at: [Solar@NewportBeachCA.gov](mailto:Solar@NewportBeachCA.gov). All submittals must pay the plan check fee prior to review. Remaining permit fees are required to be paid in person for permit issuance and plan release.

**4. Fees** (Revised per AB 1414 chaptered October 15, 2017)

- a) Plan check fee: \$210.00
- b) Permit fee: \$240.00
- c) Total: \$450.00

**5. Inspections**

Once a permit to construct a solar installation has been issued and the system has been installed, it must be inspected before final approval is granted for the solar system. On-site inspections can be scheduled by contacting the Building Division’s inspection request line by telephone at 949 644-3255 or electronically at: <http://www.newportbeachca.gov/government/departments/community-development/building-division/building-permit-inspection-request-status>. Inspections requests received before 6:00 AM are scheduled for that day.

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 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. Departmental Contact Information**

For additional information regarding this permit process, please consult our website at:

<http://www.newportbeachca.gov/government/departments/community-development-/building-division/solar-photovoltaic> or contact Permit Counter at 949-718-1888.