



Submittal Requirements Solar Photovoltaic Installations 10 kW or Less in One- and Two-Family Dwellings

1. SUBMITTAL REQUIREMENTS

Your application should include the following documentation; all referenced forms can be downloaded at www.santabarbaraca.gov/services/planning/forms/building.asp unless other links are provided in sections below.

- A. Completed “PV2 Eligibility Checklist” to ensure your project is eligible for expedited processing.
- B. Electrical plans that comply with one of the following:
 - Completed “PV3 Standard Plan String” or “PV4 Standard Plan MicroInv” application/plan. These 2 documents are “fill in the blank” style and serve as the application and plans. Select the correct application/plan depending on the type of system you have (string or micro-inverter).
 - Or,
 - Submit your own plans that comply with the City’s “Photo Voltaic System Requirements – AB 2188” handout.
- C. 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>
- D. Structural compliance documentation that complies with one of the following:
 - Provide verification that the project is exempt based on the following site assumptions:
 - a. The dwelling is located in a ZERO snow load area per ASCE 7-10.
 - b. The dwelling is not in Wind Exposure D (within 200 yards of the ocean or a large coastal bay).
 - c. If in Wind Exposure B (urban, suburban or wooded areas), the dwelling may be located in a Special Wind Region with design wind speeds between 110 and 130 mph, or on a tall hill, provided average slope is no steeper than 15%.
 - d. If in Wind Exposure C (within 500 yards of large open fields or grasslands), the dwelling is: in a standard 110 mph design wind speed region, and not on a hill with a grade steeper than 5%.
 - Submit your own structural plans that include:
 - 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
 - Project-specific structural calculations
 - Where an approved racking system is used, provide documentation showing manufacture 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

2. APPLICATION AND PLAN REVIEW

- A. Permit applications may be submitted in person to the Building and Safety Division at 630 Garden Street or via e-mail to CDBuildingCode@SantaBarbaraCa.gov (all documentation and plans must be submitted as pdf attachments 11"x17" or 8-1/2"x11").
- B. Every attempt will be made to approve walk-in applications over the counter (OTC); and within 2 days of e-mail receipt for electronic applications. **The success of your application depends on complete and accurate information.**

3. FEES

A. PV System Permit (<10kw)	\$ 246.00
B. Tech Upgrade	\$ 14.76
C. Tech Maintenance	\$ 4.92
D. Residential SMIP	\$ 0.50
E. Plan Storage per sheet (all sheets larger than 8-1/2"x11)	\$ 21.00
F. State Bill 1473	\$ 1.00