



PLANNING & DEVELOPMENT SERVICES

COMMERCIAL SOLAR ENERGY SYSTEM (ROOF MOUNTED) SUBMITTAL CHECKLIST

APPLICABLE CODES: 2022 California Building Standards Code as adopted by PAMC Chapter 15.04 & 16

This submittal checklist outlines the minimum requirements to help prepare you for a complete permit submission. Each project is unique and additional requirements may be needed. All applications, plans, and supporting documents are to be submitted electronically through our Palo Alto Online Permitting System (OPS).

Please see our [WEBSITE](#) for instructions on how to submit your application.

REQUIRED PLANS / DOCUMENTATION

Completed Applications (APPLY.pdf)

- [Building Permit Application](#)
- [Utilities Application](#)
- [CPAU Interconnection Agreement](#)

Electronic PDF of plans and supporting documents signed by the person who prepared them. (PLANS.pdf)

- Cover Sheet / Title Page
- Planning Entitlement Approval Letter and Conditions of Approval or Over-the-Counter file number, if applicable
- Architectural Plans
 - *Site Plan*
 - *Roof Plan showing HVAC equipment, roof screen, roof access, plumbing vents, and solar energy (or photovoltaic (PV)) system*
 - *Floor Plan showing location of roof access, electrical room, and equipment part of the PV system*
 - *Building Sections and Elevations with PV Details*

- *Architectural Sections, Details & Notes*
- Structural Plans
 - *Structural Specifications*
 - *Existing Roof Framing Plan*
 - *Roof PV Layout*
 - *Structural Sections, Details & Notes*
- Electrical
 - *Single Line Diagram*
 - *Equipment Plan & Schedule*
 - *Signage Package*
 - *Electrical Load Calculations*
 - *Electrical Sections, Details, & Notes*
- Supporting Documents
 - *Solar Energy System and Equipment Specifications*
 - *Structural Calculations for solar racking system and equipment anchorage*
 - [Special Inspection & Testing Agreement Form*](#)

* = Not required at submittal, but required before issuance