



City of Grover Beach

COMMUNITY DEVELOPMENT DEPARTMENT

SOLAR PHOTOVOLTAIC (10 KW OR LESS) SUBMITTAL CHECKLIST

The information on this checklist **must** be submitted with your project to be accepted. A copy of this list will be used to check your application for completeness. **Applications that are not complete will be rejected. Check each box under "applicant" to indicate that the information has been provided. If you believe an item is not applicable to your application, please indicate with "N/A".** If you have any questions regarding this form or uncertain if a specific requirement applies to your project, please contact staff at (805) 473-4520.



ELECTRONIC SUBMITTAL ONLY	
Initial Review	5 Business Days
Subsequent Reviews	3 Business Days



INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED

APPLICANT	N/A	CITY STAFF	REQUIRED ITEMS FOR ALL QUICK PLAN CHECKS
<input type="checkbox"/>		<input type="checkbox"/>	COMPLETED BUILDING PERMIT APPLICATION. Application can be found here: https://www.grover.org/DocumentCenter/View/41/BldgPermit-App?bidId=
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PROOF OF OWNERSHIP (IF PURCHASED WITHIN THE LAST YEAR). Examples include: A copy of a recent Title Report (within the last 12 months), closing statement, property tax bill indicated ownership.
<input type="checkbox"/>		<input type="checkbox"/>	EMAIL COMPLETED APPLICATION & PLANS. Email completed application and any associated plans to comdev@groverbeach.org . All electronic plans shall be in PDF format. Please see these instructions: https://www.grover.org/DocumentCenter/View/11473/Electronic-Submittal-Instructions
<input type="checkbox"/>		<input type="checkbox"/>	PAYMENT OF BUILDING PERMIT FEES. Remittance of fees as established by the Master Fee Schedule via US mail, drop off, or in person (credit card accepted only in person).

****NOTE****

All Contractors require issuance of a Grover Beach Business Tax Certificate (BTC) prior to issuance of a building permit. Please ensure your contractor has applied and received this document prior to application.

APPLICANT	N/A	CITY STAFF	REQUIRED INFORMATION FOR PROJECT PLANS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A project information sheet that includes the following: <ul style="list-style-type: none"> Owner Name, address, and APN of proposed project Date plans were prepared / or revised Name, telephone, address of applicant / plans preparer Project description including the number of panels and size of system (in kW)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site & Roof plan shall include the following <ul style="list-style-type: none"> North arrow (with plan oriented so north points to top of sheet) and graphic scale on the drawings (a standard architect's or engineer's scale must be used) Dimensioned property lines and all building setbacks Roof layout with PV panels Approximate location of roof access point Location of code-compliant access pathways PV system fire classification Locations of all required labels and markings Existing and proposed public and private easements Site diagram showing the arrangement of panel on the roof or ground, north arrow, lot dimensions, the distance from property lines to adjacent buildings/structures (existing and proposed), location and name of adjacent street(s)

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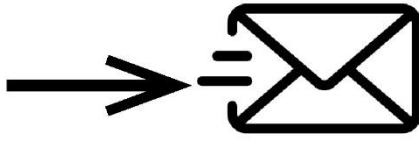
Standard electrical plan shall include the following:

- 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

What Can I Expect When I Apply?



Fill out the City's building application available on our website:
<http://groverbeach.org>



Email your completed application and associated plans to comdev@groverbeach.org



We will provide you application fees and payment method.



We will review your submitted plans for consistency with the city regulations and State requirements.



Please call the inspection line at (805) 473-4527 at least 24 hours in advanced to inspect your job.



We will email your signed receipt, permit, and permit card.



Please sign receipt and return via email to comdev@groverbeach.org



If plans are approved, we will email you notice of approval and a receipt. If fees are due, please pay this amount. Plans not approved will need to be revised and resubmitted.