



PHOTOVOLTAIC SUBMITTAL CHECKLIST

COMMUNITY DEVELOPMENT DEPARTMENT • BUILDING DIVISION
 SEAN HATCH, BUILDING OFFICIAL
 10300 TORRE AVENUE • CUPERTINO, CA 95014-3255
 (408) 777-3228 • FAX (408) 777-3333 • permitcenter@cupertino.gov

GENERAL INFORMATION

This submittal checklist can be used to determine and verify completeness of a photovoltaic permit application per the CRC Section R907, CEC Article 690 & CFC Section 1205. Upon verification of a complete submittal package, please email a set of plans and supporting documents to the Building Department for review and approval to Permitcenter@cupertino.gov

PLANS / DOCUMENTATION INFORMATION

APPLICATION SUBMITTAL INFORMATION		COMPLETED BY STAFF	
		Required (check)	Provided (check)
SUPPORTING DOCUMENTS	Documented cost estimate to establish valuation		
	Provide digital copies of structural calculations, prepared by a registered California design professional for roof mounted systems if the total weight of the PV system is over five pounds per square foot or if the maximum height above the roof surface exceeds 18 inches; or if the total height of the PV system exceeds five feet in height for ground mounted systems. Email		
	Manufacturer's Specifications for all equipment.		
	Provide Manufacturer's Installation Instructions for all PV modules, mounting systems, combiner boxes (if used), inverters, ESS (if used) and disconnects.		
COVER SHEET	Name of property owner		
	Address of property owner		
	Scope of work documented on the plans		
	Project Data (including assessor's parcel number, use of building, etc.)		
SITE PLAN	Site plan including property boundaries and north arrow clearly identifying the location of the PV installation.		
	Site Plan shall indicate location of electrical service, combiner box, inverter, a/c & d/c disconnects, junction boxes and ESS (if used).		
	Site Plan for Ground mounted systems shall identify all structures on property, topography of site, driveway access from street, easements, site utilities, septic system with leach lines, etc.		
CONSTRUCTION PLANS	Roof Mount:		
	Provide Roof Plan indicating location and total coverage (area) of PV array. Roof plan shall show adequate access and pathways based on the 2025 California Fire Code 1205.2.1.1		
	Provide Partial Roof Framing Plan identifying size and spans of members that support the PV system		
	Provide details indicating attachment of PV modules to roof framing. Verify method of waterproofing and flashing.		
	Ground Mount:		
	Foundation Plan with foundation details referenced to applicable details.		

ELECTRICAL PLANS	Electrical single-line diagram clearly identifying all devices installed in the PV system and indicating total kVA rating of system. 1) Array wiring identified 2) Combiner/junction box identified 3) Equipment grounding specified 4) Disconnect specified 5) Inverter specified 6) System grounding specified 7) Rapid Shutdown 8) ESS (if applicable) 9) Sub Panels / Distribution Panels (if applicable)		
	Clearly identify the point of interconnection with the utility supplied wiring system and provide details on main breaker, PV breaker and rating of bussing.		
	Indicate type and size of all conduit and conductors throughout the PV system		
	Provide typical details of signage. Signage shall be green or red plastic engraved with 1/2" high white letters, permanently mounted on or immediately next to the panel door. Required per sections 690.4(D), 690.56(B), and 705.10 of the CEC		
	Identify location of service disconnecting means and PV system disconnect (for PV systems connected to utility services). Plans shall indicate that the inverter disconnects are to be a separate component and serviceable. And, if applicable, plans shall identify the building or area to be served.		
	Identify DC array solar panel Voc and Isc rating on plans.		
	The installation of the PV system shall conform to the requirements of the 2025 California Residential Code and the 2025 California Electrical Code, Article 690, 2025 California Fire Code, Section 1205, and any other applicable articles or standards.		
GENERAL NOTES (ADD NOTES TO PLANS)	Installation shall be provided by a California Licensed Contractor (B, C-46 or C-10).		
	Buildings with stand-alone systems shall have a placard indicating that it is a standalone system and shall show the location of the disconnecting means. or		
	Buildings with utility services and a PV system shall have a plaque or directory indicating the location of the service disconnecting means and the PV system disconnecting means.		
	Any solar structure that requires variation from the setback or height restriction of the R1 Ordinance may be allowed with a minor Residential Permit (per Section 19.28.090). Solar installations may not result in privacy impacts, shadowing, intrusive noise or other adverse impacts to the surrounding area.		

NOTE: All drawings must be signed by the person preparing them. All work shall comply with the 2025 California Residential Code and the 2025 California Electrical Code, Article 690.

PROJECT INFORMATION

SITE ADDRESS	APN	DATE
OWNER NAME	OWNER PHONE	

** I understand this may not be a complete list of required items due to the variations for each photovoltaic project and additional code related information may be required. I understand that an incomplete plan check submittal may result in delays in the plan review process.*