

## **Solar Photovoltaic System Intake Checklist**

### **1. Proper and Complete Permit Application**

- ☐ Owners Name
- ☐ Verify application address matches plan set address
- ☐ Address needs to be complete, stating N,E,S,W on all paperwork being submitted
- ☐ Contractors Name
- ☐ Valuation
- ☐ Proper signatures match authorization forms

### **2. Site plan**

- ☐ Includes five code references (2018 IRC, IFC, IBC, 2017 NEC, 2019 CG Building & Tech Admin. Code)
- ☐ 2x2 square area on the top right hand corner of all the pages of the plan set (not needed for engineering reports or equipment specs.)
- ☐ Show a fire path on roof (Examiner to verify correctness)
- ☐ Shows fences and 24-hour street access (Examiner to verify)
- ☐ A one or a three Line Electrical Drawing (Examiner will verify correctness)
- ☐ Equipment specifications included (Examiner will verify correctness and completeness).
- ☐ Equipment cut sheets: (Normally includes)
  - Module Sheet
  - Inverter specs
  - Power optimizer if used
  - Roof attachment anchors
  - Mounting rails and hardware
- ☐ Label Sheet must be color coded  
(Examiner will verify if label color, completeness and placement is correct)
- ☐ Have project address on the sheet.

### **3. Stamped and Site-Specific Engineering Letter:**

- ☐ Showing adequate wind resistance (115mph, Exposure C in Casa Grande)
- ☐ Verifying roof structure will support additional weight without modification
- ☐ Have the project address on the sheet