CITY OF VILLA PARK

CHECKLIST OF REQUIREMENTS FOR SMALL ROOFTOP SOLAR ENERGY SYSTEMS

SCOPE AND INTENT

This Checklist of Requirements ("Checklist") established for the City of Villa Park pursuant to Section 23-6.29 of the Villa Park Municipal Code shall be followed by all applicants for small rooftop solar energy systems in the City of Villa Park. This Checklist sets forth the requirements with which small rooftop solar energy systems shall comply to be eligible for expedited review. An application that satisfies the information requirements in the Checklist, as determined by the City, shall be deemed complete. To the extent section numbers and provisions in Section 23-6.29 may be amended from time to time, those amendments are hereby incorporated into this Checklist by this reference without the need for further revision of this Checklist by the City Council. The City Manager may from time to time revise this Checklist pursuant to his or her authority under Section 23-6.29 of the Villa Park Municipal Code.

ELIGIBILITY CHECKLIST FOR EXPEDITED PERMITTING OF SMALL SYSTEMS FOR ONE AND TWO FAMILY DWELLINGS

100. Enforcement Authority. The City Manager, or his or her designee, shall have the power to enforce or amend this Checklist.

101. Checklist Compliance Requirement. This Checklist sets forth the requirements with which small rooftop solar energy systems shall comply to be eligible for expedited review. An application that satisfies the requirements below, as determined by the City, shall be deemed complete.

102. Redesign Requirement. If any of the items below are not present, applicant may revise design to meet the Checklist requirements.

103. Grounds for Denial of Expedited Permitting. If any of the items below are not present, and applicant does not adequately revise the design to meet the Checklist requirements, permit application may go through the City's standard permitting process.

104. General Requirements.

    a. System size must be 10 kW AC-CEC rating or less;

    b. The solar array must be roof-mounted on one- or two-family dwelling or accessory structure;

    c. The solar panel/module arrays must not exceed the maximum legal building height;

    d. Solar system must be utility interactive and without battery storage;

e. Permit application must be completed and attached.

105. Electrical Requirements.

a. No more than four photovoltaic ("PV") module strings can be connected to each Maximum Power Point Tracking ("MPPT") input where source circuit fusing is included in the inverter;

i. No more than two strings per MPPT input where source circuit fusing is not included;

ii. Fuses (if needed) must be rated to the series fuse rating of the PV module;

iii. No more than one noninverter-integrated DC combiner can be utilized per inverter;

b. For central inverter systems, no more than two inverters may be utilized;

c. The PV system must be interconnected to a single-phase AC service panel of nominal 120/220 Vac with a bus bar rating of 225 A or less;

d. The PV system must be connected to the load side of the utility distribution equipment;

e. A "Standard Electrical Plan" and supporting documentation must be completed and attached.

106. Structural Requirements.

a. A completed "Structural Criteria" form and supporting documentation must be attached.

107. Fire Safety Requirements.

a. Clear access pathways must be provided;

b. Fire classification solar system must be provided;

c. All required markings and labels must be provided;

d. A diagram of the roof layout of all panels, modules, clear access pathways and approximate locations of electrical disconnecting means and roof access points must be completed and attached.

APPROVAL AND SUBMITTAL REQUIREMENTS

200. Approval Requirements. The following permits are required to install a solar PV system with a maximum power output of 10 kW or less:

a. Solar Energy System Permit.

b. Planning review is not required for solar PV installations of this size.

c. Fire Department approval is not required for solar PV installations of this size

201. Submittal Requirements.

a. Completed permit application form. This permit application form can be downloaded electronically (including email via the building department).

b. Demonstrate compliance with the eligibility checklist for expedited permitting. These criteria can be downloaded electronically (including email via the building department).

c. A completed "Standard Electrical Plan." The Standard Electrical Plan may be used for proposed solar installations 10 kW in size or smaller and can be downloaded electronically (including email via the building department).

d. A 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.)

e. Completed expedited "Structural Criteria" along with required documentation. Structural Criteria can be downloaded electronically (including email via the building department). For non-qualifying systems, provide structural drawings and calculations stamped and signed by a California-licensed civil or structural engineer, along with the following information:

i. The type of roof covering and the number of roof coverings installed;

ii. Type of roof framing, size of members and spacing;

iii. Weight of panels, support locations and method of attachment;

iv. Framing plan and details for any work necessary to strengthen the existing roof structure;

v. Site-specific structural calculations;

vi. Where an approved racking system is used, provide documentation showing manufacturer 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.

202. Plan Review.

a. Permit applications can be submitted to City's Building Department in person at 17855 Santiago Boulevard, Villa Park, CA 92861 and through email.

b. Permit applications utilizing standard plan may be approved "over-the-counter" at 17855 Santiago Boulevard, Villa Park, CA 92861. Permit applications may also be submitted electronically for "over-the-counter" approval through email.

c. Permits not approved "over-the-counter" should be reviewed in one to three days.

203. Fees.

As provided in the current Master Fee Resolution.

a. Inspections. Once all permits to construct the solar installation have been issued and the system has been installed, it must be inspected before final approval is granted for the solar system. On-site inspections can be scheduled by contacting Building Department by telephone at 714-998-1500 or electronically at info@villapark.org. Inspection requests received within business hours are typically scheduled for the next business day. If next business day is not available, inspection should happen within a five-day window. Permit holders must be prepared to show conformance with all technical requirements in the field at the time of inspection. The inspector will verify that the installation is in conformance with applicable code requirements and with the approved plans.

CITY OF VILLA PARK

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Jarad Hildenbrand
City Manager

Approved as to Form:

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City Attorney
Rutan & Tucker, LLP