

SOLAR PHOTOVOLTAIC SYSTEM GUIDELINES

The purpose of this information is to provide the criteria for the requirements of the City of Half Moon Bay that pertain to solar PV installations. These guidelines are a reference for permit applicants, contractors and property owners.

Submittal Requirements:

- Prior to submittal, verify that the property is within city limits as properties located in **El Granada** and **Miramar**, some mailing addresses are listed under the City of Half Moon Bay, and they are under the jurisdiction of the San Mateo County.
- Submit a minimum of two sets of plans folded to approximately 8.5" x 11"
- If the project is in a homeowner's association (HOA) such as Ocean Colony, and if the project includes exterior modifications (e.g. re-roof, window replacement, re-siding, deck replacement, etc). HOA approval is required and a letter of approval from the HOA is required at the time of submitting a Building Permit Application.
- All businesses (e.g. contractors, sub-contractors, designers, etc) that conduct business in the City of Half Moon Bay are required to have a valid business license while working within the City limits. Please obtain a copy of the Business License application at City Hall, 501 Main Street, Half Moon Bay, CA 94019 or at our website <http://www.half-moon-bay.ca.us/>
- Processing fee. The City of Half Moon Bay accepts credit card or debit cards. Please have check(s) or cash on hand when paying for a permit. Check(s) should be remitted to the City of Half Moon Bay.
- There is no Planning Department permit required; however, if the home/structure is listed in the City of Half Moon Bay Historic Resources Inventory Planning staff will review the submittal.

What to include in the plans?

A complete set of plans for proposed solar installations.

Minimum Plan Size: 11"x17"

- Site and Location Plan, property address, owner's name and contact information of who prepared the plans.
- Roof Plan indicating location of modules
- General Notes
- Array layout and module specifications, indicating the location of main service and/or utility interconnection point, PV module array, combiner box, junction box, inverter, PV load center, AC

disconnect, DC disconnect, battery bank, transformer and alignment and section of underground PV utility trench (where applicable)Line Diagram

- Electrical diagram and calculations of the entire PV system.
- Labels
- Panels Cut sheets manufacturer' specifications

ROOF MOUNTED SYSTEMS

Minimum Plan Size: 11"x17"

- Electrical roof plan
- Elevations to include height of building and PV array from ground level. Wind load calculations for the entire system, including panels.
- Roof framing plan
- Structural calculations (when applicable)

For further questions regarding the solar PV system, permit process, inspections, contact the City of Half Moon Bay Building Department by phone at (650) (650) 726-8284 or (650) 726-8794; email:

building@hmbcity.com

Plan Review

- Submit a complete Application for [Building Permit](#) to the City of Half Moon Bay, Building Department. Building Permit applications can be obtained directly at City Hall, 501 Main Street, Half Moon Bay, CA 94019 or at our website <http://www.half-moon-bay.ca.us/>

Inspections

- In order to obtain a final approval, a solar permit needs to be issued and approved and the system has been installed and inspected.
- Inspections can be scheduled by phone by contacting City of Half Moon Bay Building Department at (650) 726-8794.

SOLAR PHOTOVOLTAIC SYSTEM REQUIREMENTS CHECKLIST

<input type="checkbox"/>	Permit Application
<input type="checkbox"/>	Minimum of 2 sets of plans
<input type="checkbox"/>	Home Owner's Association letter (if applicable)
<input type="checkbox"/>	Business License, for contractors and subcontractors
<input type="checkbox"/>	Processing fee(s)
	SET PLANS
<input type="checkbox"/>	Site and Location plan
<input type="checkbox"/>	Roof plan
<input type="checkbox"/>	General Notes
<input type="checkbox"/>	Array layout, modules, main service
<input type="checkbox"/>	Electrical diagram and calculations
<input type="checkbox"/>	Labels
<input type="checkbox"/>	Panel cut sheets
	ROOF MOUNTED SYSTEMS
<input type="checkbox"/>	Electrical Roof Plan
<input type="checkbox"/>	Elevations
<input type="checkbox"/>	Roof Framing Plan
<input type="checkbox"/>	Structural calculations