



**COUNTY OF MENDOCINO**  
**DEPARTMENT OF PLANNING AND BUILDING SERVICES**

860 NORTH BUSH STREET • UKIAH • CALIFORNIA • 95482  
120 WEST FIR STREET • FT. BRAGG • CALIFORNIA • 95437

JULIA KROG, DIRECTOR  
PHONE: 707-234-6650  
FAX: 707-463-5709  
FB PHONE: 707-964-5379  
FB FAX: 707-961-2427  
pbs@mendocinocounty.org  
www.mendocinocounty.org/pbs

## **POLICY #1**

### **Ground Mount Photovoltaic Permit & Inspection Checklist**

#### **PURPOSE**

To provide guidance on the procedural steps necessary for the appropriate plans and documents needed for the permit submittal and plan review process of ground mount photovoltaic (PV) solar.

#### **GOALS AND OBJECTIVES**

To ensure CA Electrical and Fire Code Compliance for GROUND MOUNT PV SOLAR

#### **AUTHORITY**

California Building Code (CBC), Chapter 1, Part II, Section 104.1–Duties and Powers of Building Official, provides that the building official shall have the authority to render interpretations of the code and adopt policies and procedures in order to clarify the application of its provisions.

#### **PROCEDURE**

Submittal Requirements:

- a) Completed permit application form. This permit application form can be downloaded at:  
<https://www.mendocinocounty.org/government/planning-building-services/forms-and-handouts>
- b) Completed Site Plan on 8.5" x 11" size paper
- c) A completed Standard Electrical Plan. The standard plan may be used for proposed solar installations 10 kW in size or smaller and can be downloaded at:  
<https://www.mendocinocounty.org/government/planning-building-services/forms-and-handouts>

*If standard electrical plans are not provided for use, an electrical plan should be submitted that includes 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. Specify if the Solar power system is "Grid Connected" or "Stand alone Solar Power system"
- If batteries are to be installed, include them on permit application (scope of work) and in the electrical diagram and show their locations and venting
- Equipment cut sheets including inverters, modules, AC and DC disconnects, combiner boxes

- Labeling of equipment as required by CEC, Sections 690 and 705

The inspection checklist provides an overview of common points of inspection that the applicant should be prepared to show compliance. If not available, common checks include the following:

- Number of PV modules and model number match plans and specification sheets number match plans and specification sheets. Section through array, showing maximum height. Foundation plan with footings and appropriate reinforcement shown. Type of mounting system and connecting system. A CA licensed Engineer’s approval is required for PV arrays over 7’ in height.
- Array conductors and components are installed in a neat and workman-like manner.
- PV array is properly grounded.
- Electrical boxes are accessible and connections are suitable for environment.
- Array is fastened and sealed according to attachment detail.
- Conductor’s ratings and sizes match plans.
- Appropriate signs are property constructed, installed and displayed, including the following:
  - Sign identifying PV power source system attributes at DC disconnect
  - Sign identifying AC point of connection
  - Sign identifying switch for alternative power system
- Equipment ratings are consistent with application and installed signs on the installation, including the following:
  - Inverter has a rating as high as max voltage on PV power source sign.
  - DC-side overcurrent circuit protection devices (OCPDs) are DC rated at least as high as max voltage on sign.
  - Switches and OCPDs are installed according to the manufacturer’s specifications (i.e., many 600VDC switches require passing through the switch poles twice in a specific way).
  - Inverter is rated for the site AC voltage supplied and shown on the AC point of connection sign.
  - OCPD connected to the AC output of the inverter is rated at least 125% of maximum current on sign and is no larger than the maximum OCPD on the inverter listing label.
  - Sum of the main OCPD and the inverter OCPD is rated for not more than 120% of the bus bar rating.

For additional information regarding this permit process, please consult our departmental website at <https://www.mendocinocounty.org/government/planning-building-services> or contact the Department of Planning and Building Services at (707) 234-6650 in Ukiah or (707) 964-5379 in Fort Bragg.

*Policy Initiated by: Michael Oliphant, Chief Building Official*

**Policy Approved by:** Julia Krog **Date:** February 16, 2023  
 JULIA KROG, DIRECTOR