



## Town of Yountville Planning & Building Department

6550 Yount Street Yountville, CA 94599

binspector@yville.com

707.944.8851

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### **Building Permit Requirements for Solar Energy Systems under 10kW in Single-Family and Duplex Dwellings**

This summary is intended to guide applicants through a streamlined permitting process for small residential rooftop solar energy systems that meet all of the following:

- A system that is no larger than 10 kilowatts alternating current nameplate rating or 30 kilowatts.
- A system that conforms to all applicable state fire, structural, electrical, and other building codes as adopted or amended by the Town and all state and Town health and safety standards.
- A system that is installed on a single-family or duplex dwelling.
- A solar panel or module array that does not exceed the maximum legal building height as defined by the Yountville Municipal Code.

#### **Permit Requirements**

A building permit is required to install a solar energy system.

#### **Submittal Requirements**

Submittal of the following items to the Yountville Planning & Building Department is required for installation of a solar energy system. Submittal may be made in person or online at the above addresses.

1. A completed Building Permit application form. This form can be downloaded at [www.yville.com](http://www.yville.com) on the Forms & Handouts page of the Planning & Building Department portion of the web site.
2. Two copies of a completed Standard Electrical Plan, which can be downloaded at the same location as above.

If a standard electrical plan is not appropriate for a particular project, an electrical plan shall 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

- If batteries are to be installed, include them in the diagram and show their locations and venting
  - Equipment cut sheets including inverters, modules, AC and DC disconnects, combiners, and wind generators
  - Labeling of equipment as required by CEC, Sections 690 and 705
  - Site diagram showing the arrangement of panels on the roof, north arrow, lot dimensions, and the distance to adjacent buildings/structures
3. Demonstrated compliance with structural requirements, if a residence has more than one layer of roofing. The applicant may request a pre-installation inspection by the Building Official to determine if structural calculations per the Building Standards Code are required.

### **Plan Review**

The Planning & Building Department will issue a building permit within five business days of determining that an application that meets the submittal requirements as outlined above is complete.

### **Fees**

A \$200 fee is due at the time of building permit issuance. This fee covers Town review and inspection costs.

### **Inspections**

Following installation of the solar energy system, it must be inspected by the Town before final approval is granted. The inspector will verify that the installation is in conformance with applicable code requirements and with the approved plans.

Inspections can be scheduled by contacting the Building Section via phone or email at least 48 hours prior to the desired inspection date. An inspection by the Fire Department is also required and every effort will be made to coordinate the two inspections.

Below are common points of inspection with which the applicant should be prepared to show compliance:

- Number of PV modules and model number matches plans, and specification sheets number matches plans and specification sheets
- 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
- Conductors ratings and sizes match plans
- Appropriate signs are properly constructed, installed, and displayed, including:
  - 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:

- 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 600 VDC 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

### **Contact information**

For additional information regarding this permit process, please consult the Planning & Building Department website at [www.townofyountville.com](http://www.townofyountville.com) or contact us via phone or email.