SOLAR PHOTOVOLTAIC SYSTEM INSTALLATION PERMIT REQUIREMENTS

Community Development
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6704

CITY OF MENLO PARK

Requirements
All work must meet the minimum requirements of the City of Menlo Park's Municipal Code. • Plans should be drawn to scale of ¼ inch per foot or larger and shall be printed or drawn on white paper. • Individual plan sheets must not exceed 34 inches by 44 inches in size. • All copies must be wet signed by the appropriate architect, designer or engineer with the original signature and stamp on each copied sheet. • Three sets of plans will be require when submitting. Applicants are encouraged to have plans drawn by a professional architect or designer familiar with Menlo Park's building permit process to facilitate a timely review of the project plans. All plans to be prepared by a person who is licensed in this state to prepare plans and specifications for non-single family residential projects. If the owner of a single family residential property wishes to complete the plans on their own, contact City staff to ensure that all information is prepared properly. It is to the applicant's advantage to submit legible and clear plans. Plans that cannot be read or understood will not be accepted. This may result in a delay of the plan review process and may cause additional costs to the applicant. If a project has received a use permit or variance, the applicant is strongly encouraged to provide written documentation demonstrating compliance with all of the conditions associated with the project.
Roof plan
• Size and spacing of existing roof framing • Location of existing plumbing vents: plumbing vents are not to be covered by the solar array. If the installation requires a plumbing vent be covered, approval by the Building Official is required. • Proposed location of solar array • Location of solar array standoffs Roof plan details: • Connection of solar array stand off to existing roof framing • Roof flashing around the solar array stand offs • Calculation demonstrating the existing roof framing can support the additional dead loads, point loads, and wind loads due to the solar array attachment • A cross section of the existing roof • Additional support for existing roof framing if existing framing cannot support the additional loads from the solar array attachment
Electrical plan
• Location of inverter • Location of the required disconnect on the direct current side installed between the solar array and the inverter per Cal. Electrical Code. § 690.15 (2019). • Location of disconnecting means: this is the required disconnect for all conductors in the building from the photovoltaic system installed between the inverter and the point of connection. The disconnecting means is required to be located in a readily accessible location either on the outside of the building or structure or inside nearest the point of entrance of the system conductors per Cal. Electrical Code. § 690.15A (2019). As a policy, Menlo Park prefers the disconnecting means to be independent of the point of disconnect • Location of the point of connection: this is connection of the solar photovoltaic system to the main electrical system • Location and length of conduit runs for all of the wiring • Wiring diagram including wire size and type showing the connection of the supply from the solar array to the point of connection and calculations demonstrating that the existing bus capacity and main disconnect will not be overloaded by the additional solar photovoltaic supply
Other documents required
• Three copies of the structural engineer's calculations if roof framing modifications are required. • Manufacturer's specifications for solar panels and inverter

Menlo Park Fire Protection District review
Depending on the scope of work for proposed non-residential solar photovoltaic system installations, the Menlo Park Fire District may require submittal for a permit and plan review for compliance to the 2019 California Fire Code. Please contact them directly for submittal information at www.menlofire.org or at 650-688-8425.