



City of Union City – Economic and Community Development Department
Building Division
34009 Alvarado-Niles Road
Union City, CA 94587
(510) 675-5313
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SUBMITTAL REQ. FOR SOLAR PHOTOVOLTAIC PERMITS:

The City of Union City requires an electrical permit prior to the installation, modification, and alteration of all photovoltaic systems.

SUBMITTAL REQUIREMENTS FOR A SOLAR PHOTOVOLTAIC SYSTEM:

Complete sets of building plans/reports and documents are required for the plan check of the proposed construction. One set will be returned to you as the official approved “job copy.” Plan size shall be 11" x 17" minimum, and 24" x 36" maximum. All dimensions and scales shall be clearly indicated. No marked, altered, or paste-on plans will be accepted. You may be required by the Building Official to obtain a registered architect or professional engineer to prepare your building plans. The City of Union City - Building Division requires:

- Three (3) sets** of complete building plans.
- Two (2) sets** of specifications for assemblies and equipment.
- Two (2) sets** of structural calculations, *if applicable*.
- A Completed Construction Permit Application Form

The following information, if applicable, shall be included on, or with, all plans submittals for buildings and accessory structures. The information as follows are minimum requirements. The Building Official reserves the right to request further information or clarification.

- The Designer's Name:** When the drawings are prepared by a California licensed architect or registered professional engineer, that person must sign and seal all drawings and calculations as appropriate. Due to the specialized nature of photovoltaic, the City requires that the system be designed by a “qualified person.” The City’s Chief Building Official reserves the right to define who a “qualified person” is.
- Plot Plan:** Show the outlines of the Assessor’s Tax Parcel and the locations and use of all existing structures. Plan details must include parcel dimensions, structures’ setbacks from all property lines, distance between structures, including any sheds, awnings, and/or any other accessory structures, scale of the drawings, and a north arrow. Also specify the owner’s name, the site address, and the Assessor’s Parcel Number.
- Site Diagram:** Include the site diagram showing the arrangement of panels on the roof or ground, north arrow, lot dimensions and existed shading elements the distance from property lines to adjacent building/structures (existing and proposed).
- Electrical Plan:** Locations of main service or utility disconnect, total 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:** Include manufactures cut sheet including inverters, modules, AC and DC disconnect, combiners and wind generators.
- Labeling:** Include information on labeling of equipment as required by CEC, Section 690 and 705. All components used in the photovoltaic power system must be listed by a nationally recognized testing agency and to standards appropriate for the intended application.
- Structural Requirements:** Include the type of roof covering and the number of roof coverings installed; type of roof framing, size of members and spacing; weight of panels, support locations, and methods of attachment; framing plan and details for any work necessary to strengthen the existing roof structure; any relevant calculations; 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.
- Installation Requirements:** The CA Electrical Code requires that portions of the electrical systems, including solar PV Systems, should only be accessed by qualified persons. This rule is intended to ensure that only people who have training or understand relevant hazards are allowed in certain areas of an electrical installation.

PLAN CHECK PROCESS:

The plan check process typically takes between 1-2 weeks. Solar Photovoltaic Permits are not reviewed over-the-counter. Please refer to our current City Hall schedule for Building Division hours.

APPLICABLE FEES:

- **At Initial Submittal:** A One Hour Minimum Plan Check Fee shall be paid to the City of Union City.
- **At Issuance of Permit:** The State Licensed Contractor shall have a Union City Business License and pay the remaining fees. *See fee chart below:*

Single-Family Residential Systems:

TYPE OF FEE	FEE
Building Standards Fee	\$1.00 (\$1-25k), \$2.00 (\$25-50k), \$3.00 (\$50-75k), \$4.00 (\$75-100k), add \$1.00 for every \$25k or fraction thereof above \$100k Permit Valuation
General Plan Cost Recovery Fee	\$1.00 per \$1,000 Permit Valuation
SMIP FEE	.00013 % of Permit Valuation
Plan Storage Fee	2% of Permit Fee
Solar Photovoltaic Permit Fee – Residential	\$295.00 for the First 15kW and \$5.00 per kW above 15kW
Plan Check Fee	\$111.00

Commercial and Multi-Family Systems:

TYPE OF FEE	FEE
Building Standards Fee	\$1.00 (\$1-25k), \$2.00 (\$25-50k), \$3.00 (\$50-75k), \$4.00 (\$75-100k), add \$1.00 for every \$25k or fraction thereof above \$100k Permit Valuation
General Plan Cost Recovery Fee	\$1.00 per \$1,000 Permit Valuation
SMIP FEE	.00028% of Permit Valuation
Plan Storage Fee	2% of Permit Fee
Solar Photovoltaic Permit Fee – Commercial and Multi-Family Residential	Projects under 35kW (\$551*); 35kW - 50kW (\$1,101*); 51kW - 250kW (\$1,651*); 251kW - 500kW (\$2,201*); Over 500kW (\$3,302*)
Plan Check Fee	\$111.00 – Additional Plan Check Fees may apply

INSPECTIONS:

- Final Inspection – A Final Inspection is required after the installation of the Solar Photovoltaic System.

Refer to the California Electrical Code, Solar Photovoltaic Installation Guideline provided by California Department of Forestry and Fire Protection Office of the State Fire Marshall and the ICC Tri Chapter Uniform Code Committee (TUCC) Policy Number 11 for further information of Photovoltaic Requirements.

For further information, contact the Union City Building Division at (510) 675-5313.