



BUILDING SAFETY PHOTOVOLTAIC (SOLAR) ELECTRONIC PLAN CHECK UPLOAD AND SUBMITTAL GUIDE

PROJECT PLANS

All project drawings shall be uploaded to the PLANS folder. Project plans submitted for E-Plan Check shall be uploaded as separate, single-page electronic files for each plan sheet in **landscape orientation only** with a maximum file size of 1GB. PDF is preferred file format. **Multiple page electronic files are not acceptable.** Project plans set should contain:

1. Title/Cover Sheet that includes:
 - a. Sheet index identifying contents of all plan sheets included in the plans set
 - b. Project description that details the precise scope of the proposed work and matches description on permit application
 - c. Photovoltaic (Solar) system specifications (e.g. System size, Module Type & Amount, Module Dimensions, Inverter, Interconnection Method (Grid –tied), etc.)
2. Site Plan/Plot Plan (including setback dimensions, location of driveways, trees, etc.)
3. Roof Plan
4. Structural Framing Plans, Structural Details

FILE NAMING AND SIZE STANDARDS

Files uploaded to E-Plan Check shall not exceed 1GB in size. File names of uploaded electronic plan sheets shall include the first character of the respective discipline name followed by its sheet number, as shown in the following examples:

PLANS folder – (typically size 11”x 17”) must be single sheet PDFs.

| | |
|---------------------|--|
| TITLE/Cover Sheet | 0 – Title (use this naming scheme) |
| Photovoltaic Sheets | PV 0.0, PV 1.0, PV 2.0, PV 2.1, PV 3.0, PV 3.1 |
| Electrical Sheets | E1.0; E1.1; E1.2; etc. |
| Structural Sheets | S1.0; S1.1; S1.2; etc. |

- **Resubmittal files must be the same file name**

SUPPORTING DOCUMENTS

All non-drawing files shall be uploaded in the **Documents folder**, and shall include at a minimum:

1. Completed Permit application (i.e., Solar, electrical)
2. All associated supporting documents (e.g. signed owner letter of approval, Residential photovoltaic Checklist, ABC worksheet, Photovoltaic system Specifications etc.)
3. Structural Calculations.
4. CA state license card, City of Santa Ana business license, Letter of authorization if applicable.

DOCUMENTS folder – (typically size 8.5”x11”) may be multipage PDFs.