



Planning and Building Agency  
Planning Division  
20 Civic Center Plaza  
P.O. Box 1988 (M-20)  
Santa Ana, CA 92702  
(714) 647-5804  
www.santa-ana.org

## SOLAR EQUIPMENT SUBMITTAL CHECKLIST

The following are submittal requirements necessary for the issuance of a building, electrical, mechanical or plumbing permit for solar equipment. The following information will be required in order for the proposed equipment to be reviewed by the Building Department, Planning Division and Fire Department. An Incomplete submittal package will not be accepted. Please contact the following department for additional information:



SANTA ANA  
GREEN

Planning Division	647-5804
Building Division	647-5800
Fire Department	647-5700

- A.  **Photographs** of the project site and proposed equipment locations.
- B.  Completed building, electrical, mechanical or plumbing permit as needed for the project.
- C.  **Six (6) completed and fully dimensioned sets of plans.** Each set of plans is to include a site plan and roof plan at a minimum, with the following detailed information below:
  - North Arrow and Site Plan Scale (not to be smaller than one inch = 40 feet, engineering scale only).
  - Legend of Project Data including:
    - Project address.
    - Property owner name and contact information.
    - Applicant name and contact information.
  - Site Plan:
    - Include all structures on the subject property and the street(s).
    - Indicate the electric meter location.
    - Indicate any ground mounted solar equipment or equipment.
  - Roof Plan and Roof Framing Plan:
    - Dimensions of roof.
    - Include ridges and slope direction with rise and run.
    - Drawings must be stamped and signed by a California licensed civil engineer or architect.
    - Structural engineering calculations justifying additional weight on supporting roof framing members.
    - Details of how solar panels will be attached to roof framing.
  - Equipment information:
    - Manufacturer's specification sheets.
    - ICBO information if applicable.