



Ground Mounted PV Solar Systems Plan Submittal Checklist

Purpose

This handout summarizes the requirements for a complete plan review submittal for a new PV ground mounted solar system. The following guideline shall be reviewed before commencing any work.

Additional Agency Approvals

Planning

Contact the **Planning Division** at (530)552-3701 for land use and setbacks prior to submittal of plans.

If located in **City of Gridley**, contact the City Planning Department at (530) 846-3631

If located in **City of Biggs**, contact the City Planning Department at (530) 868-5447

Environmental Health

Contact the Environmental Health Department at (530) 552-3880 or stop by their office located at 202 Mira Loma Dr., Oroville CA 95965.

Public Works

Contact the **Public Works Department** for information on encroachment permit requirements or legal lot determination at (530) 538-7681.

Plan Submittal for Construction

Quantity

Complete plans and documents can be submitted directly to the Building Division counter or by email to dsbuilding@buttecounty.net.

- If submitting digital plans, only one set of the following is required.
- Three (3) complete sets of plans signed.
- Two (2) structural calculations sets, stamped and signed by the licensed professional. (as applicable)
- Two (2) Special Inspection & Testing Agreement forms completed and signed (as applicable).
- Two (2) geotechnical reports (as applicable).
- Two (2) copies of specification sheets for all proposed equipment.
- Complete permit application.
- Plan check fees payment.

Minimum Plan Requirements

Cover Sheet and / or Site Plan

- Job address / name, address, and phone number of property owner, contractor, contact person / name, address, title / description of work / number of panels along with size in KW / applicable codes / etc.
- Site plan identifying location of proposed structure along with setbacks / location of all existing structures / location of well and septic / etc.

Electrical

- Electrical Plans – identify size and location of main and sub-panels / location of all electrical equipment / single-line diagram showing all connections / etc.

Structural Plans

- Site specific foundation plans (signed and stamped by a CA Engineer or Architect) or general foundation plans along with a site specific letter signed and stamped by a CA Engineer or Architect stating he/she has reviewed the site and the proposed foundation plans.
- Plans for the racking system and details showing all connections.
- Structural calculations and anchoring details for equipment greater than 400-lbs.

Permit Issuance

The following will be required at time of permit issuance:

- Proof of current contractor's license / Worker's Compensation insurance (for contractors only).
- Outstanding building fee payment.

One set of approved plans will be returned to the applicant to be maintained at the job site until the final inspection has been made. The Building & Safety Division will keep a second set on file. The third set will be forwarded to the County's Assessor's Office. (If submitted digitally, a copy of the approved plans will be emailed to the applicant)

Questions

Contact the **Building Division** at (530) 552-3700 for inquiries on plan check and building fees.