



CITY OF HAWTHORNE

Photovoltaic Installation Plan Review Checklist

In order to process your permit application in an expeditious manner you must provide *all* the required information regarding your proposal. Incomplete applications will take significantly longer to process. If you have questions please contact us using the information provided at the bottom of this sheet.

The following information will be required:

- A complete Plan check/Building Permit Application filled out completely.
- Plan Check application must contain Job Address, Project Description, Valuation of project, Agent information, Architect Information, Engineer Information.

Using the application form for the most applicable type of PV system please include:

- A permit application with:
 - The location of the proposed installation
 - Information about the strength of the structure to which the installation will be attached
 - Any strengthening of roofs that must take place to ensure structural safety (if applicable)
 - Information about the mounting system that will be used to construct the array
 - Any zoning related information that may impact the installation
- A to-scale site plan showing:
 - Equipment locations
 - Types of panels and inverters
 - Types and sizes of conduits and conductors
 - Lengths of runs
 - A grounding diagram showing electrodes and grounding electrode conductors
- A wiring diagram showing:
 - All circuitry
 - Equipment
 - Fusing
 - Points of connection
 - Disconnects
 - Array wiring
 - Equipment grounding
- Cut sheets and instruction manual for the inverter with the applicable model numbers highlighted

and the UL or comparable listing noted.

- Cut sheets for the PV modules, which need to include V_{OC} rating, I_{SC} rating, P_{MAX} , maximum series fuse rating, voltage at P_{MAX} and current at P_{MAX} .
- Cut sheets on batteries, if applicable, and connection diagrams with cable sizes.
 - Identify:
 - Battery fusing and fuse holders
 - Amp hour of battery bank
 - Charge capacity of charge system
 - Details for battery storage and venting
- Identify wire types and connectors of all cables.
- Provide details for array mounting and engineering for the supporting structure.
- Verify the ability of PV systems installed on three phase supplied systems to cease to export power on loss of voltage in any phase.
- Show all warning signs and their locations.

After the plan check is complete you will be notified by telephone that your plans are ready to issue. At time of issuance please

- Fill out the Permit application and an Electrical Permit
- Present contractor license and worker's compensation
- Have a City Of Hawthorne Business license
- Pay for all fees including Building permit, Electrical permit and Microfilm Fee (\$4 per page of Submitted plans)

For answers to questions please visit City of Hawthorne Building and safety department, or call (310) 349-2990.