



CITY OF FOSTER CITY

Community Development Department

Building Division

610 Foster City Blvd, Foster City, CA 94404

Phone: 650-286-3227 | Email: building@fostercity.org

Submittal Requirements for Rooftop Solar Photovoltaic Installations 10 kW or Less in One- and Two-Family Dwellings

1. Submittal Requirements

- A. A properly completed building permit application form. The permit application form may be downloaded at www.fostercity.org. Fillable application link [here](#).
- B. A roof plan showing roof layout, PV panels, clearances to plumbing and mechanical vents and the following fire safety items: approximate location of roof access point, location of code-compliant access pathways, PV system fire classification, and the locations of all required labels and markings.
**For ground mounted PV System and associated equipment such a ESS, provide a site diagram showing the arrangement of panels on the roof, north arrow, lot dimensions and the distance from property lines to adjacent buildings/structures (existing and proposed).*
- C. Provide structural drawings and calculations stamped and signed by a California-licensed Civil or Structural Engineer, along with the following information.
 - *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 method of attachment*
 - *Framing plan and details for any work necessary to strengthen the existing roof structure.*
 - *Site-specific structural 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 and product evaluation information or structural design for the rack system.*
 - *Signed structural evaluation stating allowance for new PV system on roof with new load imposed.*
- D. A Standard Electrical Plan. Per 2022 CA Residential Code R301.1; to encompass the life and safety requirements, please provide the following on the electrical plan sheets:
 - *For proposed PV Systems with no Main Service Panel upgrades and to meet the safety standards per the 2022 CA Electrical Code, please provide the make and model of main service panel and UL Listed mark to verify existing panel can be used for proposed rooftop PV system. Photo of the panel closed and open can also be included on electrical plan sheet.*
 - *Provide electrical load calculations. Link [here](#).*
 - *All new service upgrades needs to provide the 9 digit PG&E application number.*
 - *Locations of main service or utility disconnect*
 - *Total number of modules, 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*



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- *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. Include the complete listing report UL 9540A. Show on plan spacing of batteries must be separated from each other by not less than 3 feet, Per 2022 CA Residential Code, R328.3.1.*
- *No ferrous or nonferrous metallic portions of the electrical system shall be in direct contact with the earth. Ground rods are prohibited. Clarify grounding on electrical plan and single line. Show equipment grounding/ bonding is in accordance with CA Elec Code 690.43. If the existing concrete encased electrode (UFER) cannot be found, provide new concrete encased electrode per FCMC and California Electrical Code requirements.*
- *Equipment cut sheets including inverters, modules, AC and DC disconnects and combiners.*
- *Labeling of equipment as required by CEC, Sections 690 and 705.*

3. Plan Review

Permit applications can be submitted to the City of Foster City Building Inspection Division in person at 610 Foster City Blvd., Foster City CA 94404 and electronically. Instructions on how to apply to ETrakt, link [here](#). Permit applications utilizing the standard plan should be reviewed in three business days.

5. Inspections

Once all permits to construct the solar installation have been issued and the system has been installed, it must be inspected before final approval is granted for the solar system. On-site inspections can be scheduled [here](#). Inspection requests received during regular business hours are typically scheduled for the next business day. If the next business day is not available, the inspection should be scheduled within a five-day window.

6. Departmental Contact Information

City of Foster City Building Inspection Division by telephone at 650-286-3227.