



SOLAR PHOTOVOLTAIC (PV) SYSTEM PLAN REVIEW CHECKLIST

I. Please check to ensure that the following are included in the plan submittal:

- Electrical Permit Application.
- Installed in accordance with the National Fire Protection Association National Electrical Code (NFPA 70),

NOTE: The 2017 National Electrical Code (NEC) is the City of De Pere's adopted electrical code.

II. Construction Documents:

- Site specific, stamped engineering drawings (reviewed or designed, and sealed by a licensed professional engineer), assembly installation plans, manufacturer's installation instructions, and/or equipment manufacturer's data sheets.
- Make, model, and quantity of module, inverter, and racking system certified to the UL 2703, UL 62109, and UL 1741 standard by a Nationally Recognized Testing Laboratory as appropriate.
- Framing plans
- Method of sealing/flashing for roof penetrations.
- Connection details to building.
- Structural calculations or load diagram.
- Data cut sheets for battery storage if applicable (including type of battery).
- Roof plan showing location of equipment and, if required, fire setbacks.
- Existing site easements, property lines, building setback lines, zoning setbacks.
- Typical side view detail of the solar PV system mount on the roof.
- Location of all existing structures and proposed PV system equipment (including modules, disconnects, inverters, panel boards, combiner boxes, storage batteries, utility meters, etc.).

III. Electrical Plans: In addition to the construction documents, include electrical plans, one-line diagram and specs.

A proper electrical plan shall include:

- AC and/or DC circuit arc fault protection as required by the NEC or ordinance (if any).
- Inverter listed to UL 62109 or UL 1741 Safety Standard; photovoltaic module(s) listed to the UL 1703 safety standard. Listings conducted by a Nationally Recognized Testing Laboratory.
- Inverter AC output disconnect location, utility disconnect location, and AC output over-current protection device rating.
- Location of combiner box(es), disconnect switch, size of source circuit overcurrent protection, if required.
- Service panel bus rating and main circuit breaker/fuse ampere rating.
- Circuit diagram with conduit, wire type and sizes, and/or cable type and wire sizes.
- Equipment grounding and bonding conductors and grounding electrode conductor, if applicable.
- Battery disconnect and overcurrent protection, if applicable.
- List of all appropriate labels and marking per NEC and IFC requirements.

Applicant's Signature: _____ Date: _____

Print Name: _____ Contact Phone #: _____

By signing this you have agreed that all required information has been submitted. Failure to submit all information may result in a delay of your permit being issued.