Commercial Solar PV

Development Services Department
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Submittal Checklist

Revised: 1-22-23

The City of Hayward defines commercial solar projects (PV) as systems installed in the following locations:

- **Multi-Family Buildings** (condos, apartments or common areas of townhomes or similar complexes with 3 or more dwelling units per building)
- **Commercial / Industrial Buildings** (shopping centers, restaurants, grocery stores, office buildings, warehouses, factories, and similar uses.)

BEFORE SUBMITTING PLANS:

Before preparing plans for commercial PV solar project, it may be necessary to discuss the project with a City of Hayward Planner to verify zoning regulations related to PV systems near the Hayward Airport. **This checklist is specific to the Building Permit Application stage of the process.**

DESIGNER LIMITATIONS

- ☐ Commercial PV designs must be completed by qualified electrical engineers.
- ☐ All commercial PV projects require a civil or structural engineer to prepare structural drawings, details, and calculations for PV panel installations.
- ☐ Drawings shall be stamped and signed. Digital signatures are acceptable.

LOCAL ORDINANCES RELATED TO CONSTRUCTION

- ☐ The City of Hayward has a local energy ordinance called The Reach Code. To verify if any regulations apply to your project, see the City of Hayward website here: https://www.hayward-ca.gov/reach-code

DIGITAL SUBMITTALS ONLY

- ☐ Plans Shall be submitted as PDF files. Paper submittals are not allowed. Plans shall be submitted through the City of Hayward website **E-Permit Portal**. The Plans shall be organized into a single PDF file and organized in the same fashion as a printed set.
- ☐ Sheets numbers in the PDF file shall match the sheet numbers on the plans. For example, a PDF will default to sheet 1 for the first sheet in the set. But the drawings may show A0. Please update the PDF numbers to reflect the sheet numbers.
- ☐ Supplemental Documents such as structural calculations shall be submitted on 8.5 x 11 as separate PDF files. For example, a typical submittal for a solar PV project will have 2 PDF files: 1 PDF of structural calculations and 1 PDF of the plans.

- ☐ Plans shall be formatted horizontally on a standard architectural sheet: *24" x 36" (ARCH D), 18" x 24" (ARCH C) or 36" x 48" (ARCH E).*

SITE PLAN / ROOF PLAN

- ☐ Site Plan, stamped by a civil/structural engineer, showing proposed solar array and all proposed equipment locations. If a solar canopy structure is being proposed, a CA licensed Architect may be required to assess and document the Path of Travel on the plans as per CBC 11B-202, unless the Engineer or Record can provide that documentation on their own.

ELECTRICAL PLANS

- ☐ Provide an electrical single line drawing prepared by a CA registered electrical engineer. Show the main service, sub panels and disconnecting means. Include the size of overcurrent protection devices (in amperes) for main service, sub panels and disconnects. Show sizes and types of conduit and conductors.
- ☐ Provide electrical load calculations prepared by the electrical engineer of record.
- ☐ Note electrical feeder requirements when trenching structure to structure (CEC 225). The feeder from structure to structure should be noted in the scope of work. Verify that trenching complies with minimum cover requirements for wiring methods or circuits per CEC 300.
- ☐ Indicate safety labels and directory placard.
- ☐ Provide spec sheets for all proposed electrical equipment.

STRUCTURAL DETAILS

- ☐ Attachment details and structural calculations (all stamped by Engineer of Record) shall demonstrate resistance to lateral (wind and seismic) and vertical loads.