



City of Salinas

COMMUNITY DEVELOPMENT DEPARTMENT • 65 W. Alisal St • Salinas, California 93901

(831) 758 - 7251 • www.cityofsalinas.org

RESIDENTIAL ROOF MOUNT SOLAR INSTALLATION CHECKLIST

The information provided in this document is general and intended as a guide. Due to the variation in each project, additional items may be required by the plan's examiner during plan check review. Prior to starting the paperless permit application, it is highly recommended that the applicant gathers the items listed below.

Ready to start your application? Click Here: salinas-ca-us.avovecloud.com

LIST OF REQUIREMENTS	
GENERAL	Create a User Account or Login to Salinas Paperless Permits and Start a new SIMPLE permit application, then select SOLAR
	For an online guide on how to apply visit https://www.cityofsalinas.org/files/sharedassets/city/v/1/residents/documents/paperless_solar_permit_applicant_guide.pdf
COVER PAGE AND PLANS	Plans: Signed and Dated PDF, individual sheets, minimum size 11"x 17"
	Applicable Codes: 2022 California Building or Residential Code and the Electrical, Mechanical, Plumbing, Energy, Fire, Green Building Codes
	Preparer's Title and Registration (If Applicable), Address, Phone Number
	Project Address, Assessor Parcel Number, Legal Property Owner's Name, Address, Phone Number
	Scope of Work Identifying All Work Proposed Under This Permit. Must include Solar PV size (kW DC), number of panels and electrical main or sub panel upgrade.
	All PV equipment information will be noted on the plans: PV panels, inverters, rapid shutdown, racking systems
	Site Plan: North Arrows, Scale, Street Names, Building Footprint and Vicinity Map, Meter Locations, Etc.
	Panel Layout, racking attachment details, pathway clearances, percentage roof coverage, eave setback, and ridge setbacks
	Electrical three-line diagram and calculations
SUPPORTING DOCUMENTS	Provide the following data: <ul style="list-style-type: none"> • Maximum distributed load, point load, mount spacing, mean roof height, diameter lags with embedment OR <ul style="list-style-type: none"> • Structural Calculations Signed and Dated (if required)
	Equipment Specifications and Cut Sheets: PV panels, inverters, rapid shutdown, racking systems
	For Energy Storage Systems (ESS) provide: electrical load calculations, mounting hardware specifications OR calculations
	If the scope of work exceeds a simple roof mount installation, additional documents may be required
	Smoke and Carbon Monoxide Affidavit, complete, sign, and upload to the Documents file tab https://www.cityofsalinas.org/files/sharedassets/city/v/1/community-development/documents/2023-smoke-and-carbon-affidavit.pdf
FEES	CITY OF SALINAS FEES: Building permit fees are based upon the fee and charge report set by the Salinas City Council, found on the City Wide Fee Schedule

The City is required by law to enforce numerous Federal, State and local construction and development regulations to ensure that your project is safe and an asset to the community. Other divisions, departments or outside agencies may have additional requirements for your project.

Division Contact Information:

Building 831-758-7251 epermit@ci.salinas.ca.us
 Paperless Permit paperlesspermit@ci.salinas.ca.us