



**PROFESSIONAL CERTIFICATION PROCESS FOR
Solar Photovoltaic Plan Review**

City of San Diego
Development Services Department
1222 First Avenue, MS 401, San Diego, CA 92101-4101

**INFORMATION
BULLETIN**

303

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This Information Bulletin describes the procedures for obtaining a Professional Certification for Solar Photo-voltaic (PV) Plan Review.

I. PURPOSE OF PROFESSIONAL CERTIFICATION FOR SOLAR PV PLAN REVIEW

This program allows eligible design professionals to obtain a permit for Solar PV installations without a full plan review. This program applies to roof-mounted Solar PV modules on single-family residences that utilize the City's Solar PV Plan Template. Plans submitted by certified design professionals will be permitted with only a limited review by staff to assure the correct plans, documents and fees have been submitted.

II. CONDITIONS OF APPROVAL

- A.** The design professional must attend a training class provided by City of San Diego staff. For class date and reservation information visit our website at Development Services Department.
- B.** The design professional shall either be a licensed Electrical Engineer, a California licensed C-10 or C-46 contractor.
- C.** The design professional must provide a signed statement on the first sheet of the plans acknowledging that the plans have been prepared based on City's Solar PV Plan Template and this Information Bulletin, that failure to comply with the requirements could result in final approval delays, and that consistent non-compliance with the requirements will result in the loss of Professional Certification privileges (see Section V).

III. SUBMITTAL REQUIREMENTS

- A.** The forms, documents, and plans per Section II of Information Bulletin 301 shall be included for each project.
- B.** Fees per Information Bulletin 301.

**Documents referenced in this
Information Bulletin**

- **San Diego Municipal Code, (SDMC)**
- **[Information Bulletin 301, How to Obtain a Permit for Installation of Solar Photovoltaic Systems](#)**
- **[Inspection Guidelines & Suggested Practices](#)**
- **[Solar Photovoltaic Plan Template](#)**

C. Projects will be processed by appointment at the Development Services Center located at 1222 First Avenue. Customers shall check in on the 3rd floor, then proceed to the fourth floor.

IV. SOLAR PV SYSTEM REQUIREMENTS

The Solar PV system shall meet the following criteria:

- A.** Plans shall be prepared in accordance with the City's Solar PV Plan Template and all applicable federal, state, local laws and regulations.
- B.** The rating of the service panel system shall not exceed 225 amperes.
- C.** If a DC combiner box is utilized, it must be part of, and listed with the inverter.
- D.** Devices such as GFCI or AFCI shall not be added in the field.
- E.** Output shall be limited to 10kW.
- F.** Installation shall not include storage batteries, hybrid systems, building in-tegrated photovoltaic or photovoltaic roll roofing.

V. CERTIFICATION LANGUAGE

The following certification language must appear on the first sheet of the plans. This certification is in addition to all other standard notes currently in use. All certifications must be signed by the responsible design professional.

A. Certification, Declaration and Acknowledgement

1. I hereby acknowledge that I am the responsible design professional for this project and that I am accountable for knowing and complying with the governing policies, regulations and code requirements applicable to this installation.
2. I hereby acknowledge that maintaining my Professional Certification privilege requires accurate plans and installations on a consistent basis.
3. As the responsible design professional, I have taken the Professional Certification class and have been placed on the approved list for plan review of Solar PV Professional Certification.
4. With this submittal, I confirm that the plans and documents submitted for approval comply with the governing policies, regulations, and code requirements that are applicable to the proposed installation. I understand that, if installation deviates from the requirements in section IV, a construction change may be required and final approval will be delayed. I also understand that submitting inaccurate plans and installations may result in the revocation of my Professional Certification privilege for one year.