



# PLAN REVIEW SUBMITTAL CHECKLIST – COMMERCIAL PHOTOVOLTAIC PROJECTS



COMMUNITY DEVELOPMENT DEPARTMENT • 345 N EL DORADO STREET • STOCKTON, CA 95202 • (209) 937-8561  
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Below is a checklist of items that are typically required for a commercial photovoltaic installation project. This checklist should be used as a guide to ensure that you provide a complete permit submittal, not all items may be applicable to your project, additional items may be requested as needed based on the project scope. Providing a complete submittal is critical to receiving a thorough plan review and expediting the permitting process.

### Planning Division Permits:

Prior to providing a submittal for building permit plan review, new carport or ground-mount photovoltaic projects require separate permit(s) from the Planning Division. New solar installations on existing commercial building rooftops typically do not require prior Planning approval. For more information, please contact the Planning Division at (209) 937-8266. Please indicate the status of your Planning Division permits:

- Completed     In-Progress     N/A

BUILDING PERMIT PLAN REVIEW ITEMS		
Submittal Item	Required	Completeness Check
<b>Building Permit Application</b>	<b>Yes</b>	<input type="checkbox"/> Completely filled out including owner’s info, architect/engineer, & project contact <input type="checkbox"/> Emails provided for all contacts <input type="checkbox"/> Valuation provided on the form <input type="checkbox"/> Application is signed
<b>Air Pollution Control District Form</b>	<b>Yes</b>	<input type="checkbox"/> Completely filled out
<b>Construction Plans</b>	<b>Yes</b>	<input type="checkbox"/> Plans are legible and organized by discipline <input type="checkbox"/> Sheet index provided, plan set matches sheet index <input type="checkbox"/> Cover sheet provided with project information such as detailed scope of work, applicable codes, square footage, occupancy groups <input type="checkbox"/> Deferred submittals identified on cover sheet <input type="checkbox"/> Separate plan disciplines provided for Civil, Architectural, Structural, Mechanical, Electrical, Plumbing, and Landscaping <input type="checkbox"/> Plans are stamped and signed by design professionals <input type="checkbox"/> Detailed scope of work description on the cover sheet
<b>Equipment Specifications</b>	<b>Yes</b>	<input type="checkbox"/> Specs for solar equipment provided as separate package or included in the plan set
<b>Structural Calculations</b>	<b>Maybe</b>	<input type="checkbox"/> *Required for new carport solar canopies and roof upgrades to support roof-mounted equipment. <input type="checkbox"/> Ensure separate package of calculations are provided <input type="checkbox"/> Calcs are stamped and signed by design professional
<b>100-Year Flood Elevation Certificate</b>	<b>Maybe</b>	<input type="checkbox"/> *May be required for projects located in Zone A, AO, AH, AE on flood map. Contact the Building Division for assistance determining the floodplain regulations for your project

**If any of the items identified in the table above are not included, your submittal may be rejected.**

For any questions regarding your project submittal please contact the Building Division at (209) 937-8561.