

**CITY OF PALMDALE  
BUILDING AND SAFETY DEPARTMENT  
POLICIES AND PROCEDURES**

**D-14**

Photovoltaic System Inspections Procedure  
(See D-15 for solar tile inspection procedure)

**Prior to Installation**

All photovoltaic systems will require plan check approval prior to any installation. Structural plans, details and calculations must be submitted for plan review prior to permit issuance. An Engineering evaluation of the existing structure and added weight must be completed and submitted with PV system plans. A 20 psf Roof Snow Load is required to be included in the calculations due to the elevation of the City of Palmdale. (See D-15 for solar tile inspection procedures)

**Note: Arrays may only be mounted on code-compliant structures.**

**Required Inspections**

**1. Structural attachment & Rough Wiring/Conduit**

- a. Roof mounted - All mounting brackets, fasteners and associated hardware must be visible for inspection and installed as shown on the approved plans. Commercial and multi-family building (large) systems require rough inspections.

**(USE SELF-VERIFICATION FORM FOR SINGLE FAMILY RESIDENTIAL ROOF-MOUNTED PV SYSTEMS)**

- b. Ground Mounted – Any footing excavations must be complete and all mounting brackets and associated hardware must be in place.

**(FIELD INSPECTION OF FOOTINGS ARE REQUIRED FOR GROUND MOUNT SYSTEMS)**

**2. Final**

- a. System installation completed
- b. All roofing replaced
- c. All required signage permanently attached.
- d. Junction/Combiner Boxes open, some panels may need to be removed.
- e. All connections must comply with the listing of the component.
- f. Provide a signed “Self-Certification” (for single-family roof mounted PV systems) stating that the mounting system has been installed in accordance with the approved plans and manufacturer installation instructions. The final inspection cannot be approved unless this form is signed by the licensed B, C-10, or C-46 Inspector of record. A structural observation stating that the mounting system is installed per the structural plans would suffice in-lieu of the “self-verification” form.
- g. Provide a signed “Self-Certification for Smoke and Carbon Monoxide detectors” form to the inspector or coordinate for an interior inspection.

## General Requirements

1. The plans, permit, and installation instructions for modules, inverters, and associated equipment shall be on site at time of inspection.
2. The field installation shall be per code/plan. Revisions shall be submitted to the city for approval prior to inspection.
3. When a new roofing system is going to be installed, a separate roofing permit and inspection are required.
4. All roofing tiles / roofing damaged during system installation shall be replaced.
5. Access to the roof must comply with all OSHA requirements. Any ladder provided must extend a minimum of 36" above the roof, be secured to the structure, and rated for a minimum of 250 lbs.
6. Install all equipment per manufactures Installation Instructions. (Grounding of modules, inverters, etc.)
7. Systems intending to ground modules without an equipment grounding conductor to each module must have all components listed. (Clamps, connectors, rails, and supports)
8. CEC required signage must be permanently attached to equipment (screws, rivets, or adhesive).
9. Ground mounted systems with conductors less than 8ft. above grade must have conductors protected or install a barrier.
10. Provide arc-fault circuit protection as required per. 2019 CEC sec. 690.11
11. Battery back-up systems installed per manufacturer's installation instructions and per plan.
12. Systems installed south of the California Aqueduct must meet the requirements of Fire Zone 3 & 4. Roof covering shall be Class A.

Est. 11/10  
Rev. 02/2021

---

Approved

Date



**PALMDALE**  
BUILDING & SAFETY

Economic & Community  
Development Department  
Building & Safety Division  
38250 SIERRA HIGHWAY  
PALMDALE, CA 93550  
Tel. No. (661) 267-5353  
Fax. No. (661) 267-5355

**SELF-CERTIFICATION OF SINGLE-FAMILY RESIDENTIAL  
ROOFTOP SOLAR/PV ATTACHMENTS AND FLASHINGS**

In-lieu of the required PV Attachment/Rough Inspection and to accommodate the one inspection requirement as required by AB2188 for residential rooftop solar systems, completion of this form certifies all solar racking arrays and modules have been flashed, anchored and attached per the approved plans, manufacturer's specifications and industry standards. All work that is covered and not easily made accessible to the building inspector, must be certified by the contractor that it was performed properly. If you opt to forego the certification, the building inspector must have access to perform adequate inspections of random anchors, flashing, grounding, etc. If it is not accessible for inspection, and the inspection is failed by the building inspector, subsequent inspections need not adhere to the one inspection requirement. If any inspection is failed by the inspector, it is no longer eligible for Certification. Please provide this signed Certification Form, with the job card, to the Building Inspector upon final inspection. A signed and stamped structural observation form from the Engineer of record may be provided in-lieu of this certification form. The contractor preparing this form must be classified as a C-10, C-46, or B licensed California Contractor or their approved agent.

Permit Number: \_\_\_\_\_

Project Address: \_\_\_\_\_

I hereby certify the rooftop solar racking arrays, including stand-offs, flashing, and anchorage, have been installed according to the approved plans, manufacturer's specifications, and industry standards.

Select One:  Licensed Contractor  Approved Agent of Contractor

Company Name: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
License # and Class

\_\_\_\_\_  
Date

