

# For residences with an existing Solar Photovoltaic (PV) rooftop system

## GENERAL PERMIT REQUIREMENTS

The following requirements apply to any re-roofing project on a residence that has an existing solar photovoltaic system installed on the roof and where such system must be removed and re-installed in order to complete the re-roofing project.

- A separate permit will be required for each of the following:
  1. **Re-roof permit-** May include any repair work to the roof framing or other similar work directly related to the re-roof
  2. **Solar PV permit-** Only required for removal and re-installation of the PV system in cases where the system is being modified in any way (as described below)
- A re-roofing permit can only be issued to a licensed C-39 roofing contractor, a licensed 'B' contractor, or issued to an 'owner-builder', as allowed by state law.
- Removal and re-installation/modification of the solar PV system must be performed by a licensed C-46 solar contractor, a C-10 electrical contractor, an 'A' general engineering contractor, or a 'B' general building contractor. **A C-39 roofing contractor or homeowner cannot remove and re-install the solar PV system.**
- Before the permit can be issued a 'Homeowner Re-roofing Clearance Form' must be completed and signed by the homeowner (see reverse side of this sheet).

## MODIFICATIONS TO THE PV SYSTEM

Should any modifications to the original PV system be made as part of the removal and re-installation, plans and specifications outlining the changes must be submitted to Building & Safety for review. A separate plan review and permit will be required in such cases.

### Modifications could include any of the following:

- Changing the original location or layout of the PV array on the roof
- Adding new panels to the system or enlarging the system in any way
- Upgrading or changing any of the equipment associated with the system including the inverter, the individual modules, or any other components of the original system
- Upgrading the existing electric service panel (service panel upgrades require a separate permit)

## RE-ROOFING CONCURRENT WITH A NEW SOLAR PV INSTALLATION

- In cases where a re-roof is to be done concurrently with a new solar PV installation, a separate permit for each scope of work is required. **A C-46 solar contractor is not licensed to do the re-roofing work.**

## INSPECTIONS

The contractor is responsible for scheduling the required inspections and ensuring the permit is 'finalized'.

- **Re-roofing-** Two inspections for the re-roofing are typically required. The first inspection is for the roof deck once the PV system and old roofing have been removed and prior to installation of the new roofing material. A final inspection is required once the new roofing installation is completed.  
At the time of final inspection the inspector will verify the PV panels have been re-installed in the same location as shown on the PV roof layout placard mounted to the electric panel.
- **PV system where modified (under separate permit)-** An initial inspection of the rack anchors is required to ensure they are properly attached to structural framing members. Once the installation of the PV system has been completed a final inspection of all the components will be required.

**Note:** Roofing repairs that do not exceed 10% of the total roofing area or 200 square feet (whichever is smaller) **and** do not impact the existing solar PV system are exempt from a permit.

## Homeowner Re-roofing Clearance Form

For a residence with an existing rooftop solar photovoltaic (PV) system

In order to process a permit for a re-roofing project with an existing rooftop solar photovoltaic system, please provide the following information and compliance certification signed by the homeowner.

Property address: \_\_\_\_\_

Homeowner's name: \_\_\_\_\_ Phone: \_\_\_\_\_

The existing solar photovoltaic system installed on my home is:

Owned

Leased      Name of leasing company \_\_\_\_\_

**For leased systems**, it is the homeowner's responsibility to notify the leasing company and make arrangements with them to have the rooftop modules and racking system temporarily removed to allow for the installation of the new roofing. Upon completion of the re-roof the leasing company must re-install the modules in the original location on the roof. Any modification to the original system requires a separate permit.

**For owned systems**, a licensed C-46 solar contractor, C-10 electrical contractor, an 'A' general engineering contractor or a 'B' general building contractor, must be employed to remove and re-install the rooftop modules. Modules must be installed in the original location on the roof. Any modification to the original system requires a separate permit.

**Note: A C-39 roofing contractor or homeowner cannot remove and re-install the PV system.**

## COMPLIANCE CERTIFICATION

As the homeowner of the above residence I agree to comply with the above requirements for removing and re-installing the existing solar photovoltaic system. I also understand that any modifications to the existing system, including changing the location, adding new modules, or upgrading any of the equipment will require a separate permit from Building & Safety.

\_\_\_\_\_  
HOMEOWNER SIGNATURE

\_\_\_\_\_  
DATE

THIS FORM MUST BE COMPLETED BY THE HOMEOWNER AND SUBMITTED TO BUILDING & SAFETY BEFORE THE PERMIT FOR THE RE-ROOF CAN BE ISSUED.