



Build Inside the Triangle™

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DEVELOPMENT SERVICES

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Building Safety Division

ELECTRONIC PHOTOVOLTAIC PLAN REVIEW SUBMITTAL REQUIREMENTS (For Residential R-3 & R-3.1 Occupancies)

The City of Tracy has revised its ELECTRONIC PHOTOVOLTAIC PLAN REVIEW SUBMITTAL REQUIREMENTS for residential photovoltaic systems. Effective immediately, any submitted building permits for residential photovoltaic systems shall meet all of the requirements specified below. Any submittals received going forward that have missing or non-compliant items shall be rejected.

Send submittal documents (25 MB maximum attachment file size) via email to Photovoltaic@cityoftracy.org. If your submittal includes attachments that are larger than 25 MB, you may use a file sharing service (e.g. Dropbox) to submit your documents and email link and any associated access information. **Please include the site address and whether it is a “New Submittal”, a “Resubmittal”, or “Revision” to a previously approved permit in the subject line of the email.**

1. Send a completed building permit application for “New Submittals” or a completed resubmittal/revision form for “Resubmittals” and “Revisions” as applicable. Both documents can be obtained from City of Tracy website at <https://www.cityoftracy.org/our-city/departments/building-safety/submittal-requirements>.
2. For initial submittal (New Submittal) send the complete PV submittal documents consisting of 2 PDF files as outlined below:
 - a. All plans (drawings) must be submitted as one (1) PDF file. All sheets shall be 11”x17” format, properly sorted and oriented.
 - b. Supplemental documents (i.e. calculations, pictures, reports, specifications) shall be combined and incorporated into one (1) separate PDF file with all sheets properly oriented.

PDF FILES SHALL NOT BE LOCKED AS READ ONLY
3. For subsequent submittals (Resubmittals), send the full submittal as specified above with all modifications incorporated into them. **Individual slip sheets will not be accepted.**
4. For submittals following permit issuance (Revisions), send **ONLY** sheets that have been revised. Sheets that have no changes should not be part of the submittal.
5. PV Submittals must contain all of the following:
 - a. Specification sheets for the modules, inverters, optimizers, micro-inverters, RSS relays, combiner boxes, disconnects, racking systems, roof stand-offs, flashings, and sealants
 - b. A scaled site plan (min. 1/8”=1’) with a plan view of the roof. Indicate on the plans all required roof access points, setbacks, and pathways including dimensions in accordance with CRC R324.6. Show all roof vents, fireplaces and furnace/water heater vents.
 - c. If panels will be located on lower level rooflines of 2 story dwellings, a 2nd level floor plan shall be submitted showing the use of the 2nd level rooms and window openings.
 - d. A section of each roof plane showing the modules.
 - e. Standoff detail, indicating the type of roof system (including the spacing on rafters or roof trusses), roof covering (number of layers) and the type of roof standoff (tile hooks, stanchions) and the height of the modules from the roof surface (for de-rating the

- conductors due to heat). Indicate that minimum stainless steel 5/16" lag bolts with 2-1/2" embedment min. will be used.
- f. The City of Tracy is in Seismic Design Category "D" per CBC 1613 or "D₁ or D₂" per CRC R301.2.2. The City of Tracy has an ultimate (Vult) design wind speed of 110 mph with Exposure C per CRC R301.2.1. Alternatively, using CBC for wind design, wind speed may be obtained from appropriate sources (e.g. <https://hazards.atcouncil.org/>).
 - g. 3-line diagrams shall indicate the number of strings and number of modules per string, combiner boxes, type and size of all conductors, conduit type and size, number and model of the inverter(s), load centers.
 - h. Identification of the rating of the main service panel, the rating of the buss bars, and rating of the over current protection backfed breaker.
 - i. Calculations for determining the ampacities of proposed conductors with all applicable reductions included. Please note the RECORD LOW TEMPERATURE OF TRACY = 28.4°F (-2°C) and the MAXIMUM 2% AVERAGE HIGH TEMPERATURE OF TRACY = 101.2°F (38.4°C).
 - j. A complete labeling schedule, indicating the location(s) of the labels/code section.
 - k. Identification of the type of bonding/grounding lug to be used.
 - l. Manufacturers listing information (including technical & installation details).
 - m. Clear photos that show the entire electrical service panel interior with labels, interior bus work, and panel specifications label typically found on panel door.
 - n. A residential load calculation when de-rating the main breaker at the electrical service panel.
 - o. Inclusion of arc-fault breakers for any existing 120 volt 15 or 20 Amp branch circuit extended greater than six (6) feet in length.
 - p. A list of roof sealant(s) used for roof penetrations. (i.e. Geocel 2300, 4500; Rainbuster 850, 975; or other approved equivalents).

CONNECTING and SEALING SERVICES

- 6. Only authorized PG&E employees can connect or disconnect PG&E's gas or electrical service to the building or structure.
- 7. Only authorized PG&E employees can tamper with or break PG&E seals placed on meters and associated service equipment.
- 8. Only authorized PG&E employees can remove, replace, or interfere with PG&E's meters, seals, connections, padlocks, or other locking devices.
- 9. Applicants must call PG&E if it is necessary to have either the service disconnected or the meter removed because of remodeling, alterations, or other activities.
- 10. An unauthorized connection to PG&E's gas or electric facilities, or to facilities used to provide utility services, may be a violation of the California Penal Code, Section 498 and Section 593c, and subject the person to damages pursuant to California Civil Code, Section 1882, et. Sequitur, These sections address connecting to utility meters and facilities and diverting utility services. They specifically prohibit any person from tampering with, making, or causing to be made any connection or reconnection with property owned or used by the utility to provide utility service, without the utility's authorization or consent.

Plan Check fees must be paid within 24hrs of confirmation of receipt of your submittal. A Building Permit Technician will notify you once your fees are ready to be paid. Our goal is to have your plans ready for permit issuance within 5 working days unless submitted documents contain deficiencies or noncompliant items. Please make allowances in your installation schedule to accommodate.

January 20, 2023

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If you have any questions please feel free to contact our office at 209-831-6400 or send them by email to photovoltaic@cityoftracy.org.