



Building Division
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ROOFTOP RESIDENTIAL SOLAR PERMITS FOR SMALL RESIDENTIAL SOLAR ENERGY SYSTEMS

(Tiburon Municipal Code Title IV, Chapter 13, Article VII)

Purpose

This information sheet explains the permit process and fees for the installation of small residential rooftop solar energy systems. Solar systems that are eligible for the expedited permitting process with the Building Division are the following:

1. A solar system that is no larger than ten (10) kilowatts alternating current nameplates rating or thirty (30) kilowatts thermal
2. A solar energy system that conforms to all applicable state fire, structural, electrical and other building codes as adopted or amended by the town, and all applicable health and safety standards.
3. A solar energy system that is installed on a single-or two-family dwelling
4. A solar panel or module array that does not exceed the maximum legal building height as defined by the town for that particular lot and/or building.

Submittal Process and Review

The application and submittal requirements can be submitted to the Building Division for review by **email** to roofsolarpermit@townoftiburon.org, **fax** to (415) 435-7395 or **in person**, which can be reviewed over-the-counter by the Building Official at the Building Division Front Counter Monday-Thursday from 7 – 9:30 AM. If application and plans are submitted by email or fax, the Building Division will get make a decision within (3) three business days from the submittal date.

Below is the information needed for a complete application:

Plan submittal documents (three copies of each of the following):

- Site Plan**
 - Show property lines and easements
 - Show location of existing building
- Roof Layout Plan**
 - Indicate ridge, valley, eave, and hip rooflines
 - Show panel locations, equipment, disconnects and electrical equipment
 - Indicate required clearance from panel edges to rooflines

- Show 3-line schematic electrical layout from array to meter (as applicable)
- Indicate type of current (AC/DC), as well as wire type and size for each conductor (as applicable)
- Provide voltage calculations, line-loss calculations and summaries for electrical conductors (as applicable)
- Show conduit, equipment, ground-path and method (as applicable)
- Locate all required signage
- Provide piping layout showing valves and plumbing features (as applicable)
- **Elevation View**
 - Indicate maximum height above ground and roof plane of proposed installation
 - Include a structural cross-section detail of roof construction, with simple calculations establishing roof's ability to support the additional weight of the PV or thermal installation
- **Manufacturer's schematic drawings and installation**
 - Provide manufacturer's detail sheets for panels, supporting racks and mounting hardware
 - Include detail sheets for inverters, junction boxes, disconnects and grounding equipment
 - Indicate and provide the text for warning signs, operating current signs and equipment labels

Building Permit Fees

Residential- \$500, plus \$15 per kilowatt above 15kw; fees subject to substantial waiver if the criteria set forth in the Policy for Solar Collector Panels are met (Resolution No. 13-2011 or successor).

Inspection

The system must be inspected before final approval is granted. On-site inspection can be scheduled by calling the Building Division at (415) 435-7380. Approved plans and inspection card must be on site for the inspector. Inspections are Monday- Thursday.