

CITY OF TEMPE

Administrative Completeness Review Checklist

Building Safety
Commercial/Residential Photovoltaic Systems
or Solar Water Heating Systems

It is highly advised that the design professional utilize this checklist to perform their own administrative completeness review of the documents and plans prior to submittal to the City.

Project Name: _____

Project Address: _____

Project DS/PC Number: DS _____ PC _____

Description of Work: _____

NOTICE OF DEFICIENCIES

City Plan Reviewer: _____ Date: ____/____/____

- Return this checklist with your resubmittal. All unchecked items must be addressed. Indicate the plan sheet number where information may be found OR indicate why you believe that it does not apply on this project. **Do not cloud/delta changes made to plan sheets for this completeness review.**

CHECK OFF ALL SUBMITTED ITEMS – STRIKE THROUGH NON-APPLICABLE ITEMS

Use the Commercial Building Administrative Completeness Checklist or Residential Building Administrative Completeness Checklist in conjunction with this checklist if a new structure is built for the installation of a PV system or solar water heating system on top of it.

GENERAL

- Application
- Fees

PLANNING

- Planning entitlements must be approved prior to submittal**

Construction Plans must include:

- Details of All Planning Conditions of Approvals
- Equipment Screening Details
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MODIFICATION REQUESTS

- Proposed Building Codes Modifications must be approved prior to submittal**

PROJECT DATA

Project Description:

- Commercial Photovoltaic system
- Residential Photovoltaic system
- Commercial Solar water heating system
- Residential Solar water heating system
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Project Location:

- Address of the project
- Legal description of the property

Property Owner/Tenant Information:

- Owner's Name
- Owner's Mailing Address
- Contact Person
- Phone Number
- Email Address

Applicant Information:

- Applicant's Name
- Applicant's Mailing Address
- Contact Person
- Phone Number
- Email Address

Contractor Information – FYI

(Not required for plan review but required for Permit Issuance - Use City Form “Contractor Affidavit”)

- Required for most projects by Arizona State Law
- Contractor’s Name
- Contractor’s Mailing Address
- Phone Number
- Email Address
- Contractor License Number
- State Privilege Tax Number
- City Privilege Tax Number

CONSTRUCTION PLANS

GENERAL

- Two (2) complete sets of plans are to be submitted for a plan review.
- All submittals for building permits must be: drawn to scale, legible, and contain enough information to show compliance with all applicable codes and ordinances
- It is preferred that plans for commercial buildings be a minimum of 24” X 36” in size. Plan sheets shall be uniformly sized throughout the plan set.

SITE PLAN

- Sealed by an architect or other design professional registered in the State of Arizona**
- Address of the project
- Existing building footprint showing proposed installation location
- Indicate the North direction
- Electric service entrance section location
- Vicinity Map or Legible Aerial
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ARCHITECTURAL PLANS

Complete architectural floor plans, elevations plans and roof plans

- Sealed by an architect or other design professional registered in the State of Arizona**

General Code Data required on architectural plans usually the cover sheet

- Design Codes
- Construction and standard details keyed to plan sheets
- General architectural details
- Roof plan showing location/mounting of proposed system, existing mechanical/skylight locations including distance/clearance from array/modules & access path to such equipment
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PLUMBING PLAN

- Sealed by a registered mechanical engineer or other design professional registered in the State of Arizona**
- Water heating system isometric - pipe sizes, temperature limiting devices, relief valves, etc.
- Water heater manufacturer's product data sheet(s)
- Solar panel manufacturer's product data sheet(s)
- Pumps, controllers, etc. manufacturer's product data sheet(s) – (needed if not part of a complete listed system)
- Compliance to NSF or OG300
- Open system – NSF 61 listing information for all components
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ELECTRICAL PLANS

- Sealed by electrical engineer or other design professional registered in the State of Arizona**
- Symbol schedule of all symbols and abbreviations used
- Electrical site plan with SES, inverter(s), module arrays, disconnect(s) and PV meter location
- One-line drawing of the complete PV electrical system & interconnection to SES
- System voltage, phase configuration, and available fault current
- Feeder conductor sizes and types
- PV system calculations, conductor de-rates, min. conductor ampacity, etc.
- Design Temperatures
- Conductor height above roof surface
- Ampere rating overcurrent devices
- Grounding details
- Location of all electrical equipment including SES, Array modules, combiner boxes, inverter(s), disconnects, etc.
- Inverter sizes, locations, installation details
- Required labels & signs
- Module manufacturer's product data sheet(s)
- Inverter manufacturer's product data sheet(s)
- Special connector manufacturer's product data sheet(s) & listing
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STRUCTURAL PLANS

- Sealed by either a structural engineer or civil engineer registered in the State of Arizona**

General Structural Notes

- Design Live/Dead Loads
- Wind Design Data
- Mounting system manufacturer's product data sheet(s)
- Material Specifications
- Two copies of Structural calculations that includes evaluation of existing roof system for proposed new loads, vertical and lateral structural analysis and sealed by the structural engineer of record
- Special Inspection and Structural Observation requirements
- Completed (Parts A, B & C) Special Inspection Certificates (City form)

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Roof Framing Plan

- Roof framing layout with member size & spacing
- Mounting system location
- Details
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Structural Details

- Module mounting method & details
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NOTE: Additional drawings may be required depending on the complexity of the project.