



CITY OF ALBUQUERQUE

Planning Department

Building Safety

Building Permit Submittal Checklist **Photovoltaic Systems (Roof Mounted Systems Commercial and Residential)**

Building and Electrical Permits are required.

Contents herein are minimum compliance requirements for Albuquerque Uniform Administrative Code, 2009 IRC, IBC and 2011 NEC.

PRE-REQUISITE-APPROVALS: The following pre-requisite approvals must accompany the building permit application if applicable:

- Historic Preservation District Approval - (505) 924-3342.

ROOF MOUNTED PANELS-MINIMUM SUBMITTALS

- **Two (2) complete sets of plans** meeting the minimum criteria of the Building Permit Submittal Checklist are to be submitted.
- **Building Permit Application:** Complete all the required fields and answer all the questions on the application with blue or black ink. (The Application is the plan back sheet)
- **Site Plan to scale: (MUST BE LEGIBLE)**
 - Official property address with street names.
 - Footprint of the building and North arrow
 - Site plan indicating location of major components on the property, must include PV array configuration
 - All supporting equipment including sub panels and the location of the main electrical service
 - Show dimensions and clearances for all equipment
- **Building Requirements:**
 - Framing plan indicating location of the PV installation layout on the existing roof framing members that support the system
 - Existing roof information to include roofing type and the number of roof coverings
 - Proposed method and type of weather-proofing of roof penetrations resulting from PV installation
 - Manufacturer's specifications and installation instructions for all PV modules, inverter(s), solar panels, combiner box, disconnects and mounting system(s)
 - All mounting systems and attachments must be approved by a Nationally Recognized Testing Laboratory (NRTL) or reviewed and approved by a New Mexico Licensed Engineer.
 - Seal Documentation from a New Mexico Engineer's review of existing roof structure.
- **Electrical Requirements for: (Both Ground and Roof Mounted)**
 - Electrical one-line diagram is required; if the PV system exceeds 10 KW a three-line diagram is required.
 - PV systems that exceed 200 amp shall be prepared and stamped by a State of New Mexico licensed electrical engineer.
 - Show dimensions of required clearances of equipment. It must comply with Article 110-2011 NEC/NMEC
 - Photovoltaic (PV) array configuration, size, type and number of modules per string. Whether they are in series or parallel.
 - Grounding electrode and bonding for DC System.
 - Required Disconnects-AC and DC.
 - Conductor sizes, types, temperature rating(s), and ampacity(s).
 - Utility-Interactive Inverter.
 - Point of connection to the utility, must comply with Article 690.64 2011 NEC/NMEC.
 - GFCI protection.

- Albuquerque Fire Department Requirements:
 - Site Plan to scale of the structure, on which the photovoltaic systems are to be installed to include the following:
 - Access from street to the building.
 - Locations of arrays, disconnects and required signage
 - Locations of required access pathways.
 - Plan and elevations views of the buildings clearly showing the following:
 - Array placement.
 - Roof ridgelines, eave lines.
 - Objects that may be present on the roof e.g. equipment, vent lines, skylights, smoke vents, roof hatches, fire department connections etc.

¹ Revised April 2014