To: All Photovoltaics & Solar Hot Water Permit Applicants  
From: Albany Fire Department  
Date: May 23, 2013

The City of Albany encourages the installation of photovoltaic systems for residents. We strive to ensure that these systems are installed safely and correctly as well as within the architectural building design and integrity. Permit fees are gathered to cover the cost of staff time to perform the plan check and inspection.

Submittal requirements:
• Four sets of complete plans
• Roof plans and site plan are to show the locations of collection arrays and any other related equipment to the roof pitch, parapet walls, and the street.
• Roof joist detail to ensure adequate roof structure to support the solar arrays.
• Product specifications that include the electrical schematic plan, collector unit mounting, etc.

Submittal guidelines:
• The Fire Department requires that all systems install two (2) disconnects, an AC disconnect near the meter at ground level, and a DC disconnect near the collection array on the roof. This detail must be shown and called out on the plans. (This does not apply to enphase systems, which only require the AC disconnect at the meter.)
• Collector units are typically parallel to the roof line. Variances are reviewed on a case by case basis.
• Collector units visible from the public right of way may require Design Review.
• Collector arrays are to maintain a minimum clearance of eighteen (18) inches from roof eaves and pitches.

NOTE: All photovoltaics and solar hot water installations require:

• Issuance of a Building Permit prior to start of installation.
• Review and approval by the Planning Division and Building Division prior to Permit issuance and beginning of installation.
• Field inspection by the Building Division. Please call (510) 528-5760 schedule an Inspection.
• Smoke alarm and carbon monoxide detector compliance. SD and CO units will be inspected by the Building Division in conjunction with the Building Inspection. Note that this requires interior access to the dwelling unit. In cases of installations at
multifamily residences, the City may, as its discretion, offer the option of an affidavit of smoke alarm and carbon monoxide detector installation.

Your cooperation and compliance with all local and State safety regulation is greatly appreciated. Please call the Albany Fire Dept. at (510) 528-5770 if you have any questions or require further information regarding Albany Fire Dept. requirements.

Sincerely,

Lance Calkins
Albany Fire Chief

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