

PV System Site Visit Check List

(Roof Mounted Systems)

This document is intended as a check list to ensure a productive site visit. It should be used in conjunction with the Schüco PV Design Questionnaire to capture all information required to prepare a detailed quote and allow an optimal installation.

Project

Project name _____
Project address _____
This form completed by _____
Company _____

Roof Check List	
Type of roof	_____
Height of roof	_____
Approximate age of roof	_____
Condition of roof surface	_____
Roof structural condition	_____
Rafter/purlin spacing	_____
Rafter/purlin description (e.g. 2x6 timber)	_____
Which way do the rafters run:	<input type="checkbox"/> Gutter to Ridge <input type="checkbox"/> Eave to Eave
Additional roof design detail	_____

Miscellaneous	
Homeowners' association information	_____
Permitting jurisdiction	_____
Utility company (get copy of bill)	_____
Percentage of bill to be offset?	_____
Trenching or other earthwork required?	_____

Electrical Check List	
Distances from edge of modules to inverter location	_____
Will the PV system be attached to the main service entrance or a subpanel?	<input type="checkbox"/> Y <input type="checkbox"/> N
Distance from inverter location to electrical service entrance or subpanel	_____
Is an AC disconnect required by the jurisdiction or utility?	<input type="checkbox"/> Y <input type="checkbox"/> N
Are there spare breaker locations in the service entrance / subpanel?	<input type="checkbox"/> Y <input type="checkbox"/> N
Service upgrade required?	<input type="checkbox"/> Y <input type="checkbox"/> N
Service Entrance / Main Breaker rating	_____ / _____

Site Plan Check List	
Draw an approximate-scale plan view of roof and other relevant areas of property, and ensure the following:	
<input type="checkbox"/>	North or South is clearly marked
<input type="checkbox"/>	Possible locations for PV modules marked with dimensions
<input type="checkbox"/>	Roof angles marked
<input type="checkbox"/>	Possible inverter locations are clearly marked
<input type="checkbox"/>	Service entrance marked
<input type="checkbox"/>	Possible routing of conduit marked
<input type="checkbox"/>	All roof obstructions in relevant area of roof clearly marked, including height
<input type="checkbox"/>	Shade evaluation for all trees, other buildings, etc. possibly causing shade
<input type="checkbox"/>	Photos taken of everything

Additional Information	
Please describe any additional requirements or conditions	

Notes

Things to Take to a Site Visit

- | | |
|---|--|
| <input type="checkbox"/> Digital camera | <input type="checkbox"/> Basic tools (screwdriver, wrench, socket set, etc.) |
| <input type="checkbox"/> Compass | <input type="checkbox"/> Roof protractor |
| <input type="checkbox"/> Walking wheel | <input type="checkbox"/> Stud finder |
| <input type="checkbox"/> Ladder | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Pencil, paper, clip board | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Sharpie marker | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Tape measure | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Solar Pathfinder or Solmetric Suneye | <input type="checkbox"/> _____ |

Take Pictures!

Take many pictures of the roof, of the electrical service, of the inverter locations, of obstructions and shade objects and particularly of any pre-existing damage or deterioration that you don't want to be blamed for. The right picture at a site visit can save a major headache later. You can't take too many.

Permit Package Check List

Before submitting a permit package, enquire about the following

- Confirm property is in the jurisdiction _____
- What are the days and hours of opening? _____
- What kind of permit is required
(Building, electrical or both?) _____
- Is an architectural review required? _____
- Can permits be pulled over the counter? _____
- What are the counter hours? _____
- What drawing sizes are acceptable? _____
- How many copies? _____
- What else do they need? _____

Requirements vary by jurisdiction and usually include the following

- Manufacturer's cut sheets for all products Modules, Inverter, mounting equipment, disconnects, combiners etc.
- Single line electrical diagram
- Array electrical information e.g. system operating voltage and current, Voc, Isc, number modules in series, wire type and size, overcurrent protection
- Array mounting information e.g. attachment method, weight per square foot, roof type, method of sealing penetrations

Further Notes

