



**TOWN OF OCEAN CITY PLANNING & COMMUNITY  
DEVELOPMENT BUILDING DEPARTMENT**

301 BALTIMORE AVENUE  
OCEAN CITY, MARYLAND 21842

[www.oceancitymd.gov](http://www.oceancitymd.gov)

## **Solar Photovoltaic System Submittal Guide**

This guide was prepared to assist you in planning your Solar Photovoltaic System installation. Solar Photovoltaic systems are defined as the total components and subsystems that, in conjunction, convert solar energy into electric energy suitable for connection to a utilization load. By submitting the necessary information, this office will be better able to process your application and evaluate your Solar Photovoltaic system in terms of code compliance.

I. The following items are required to be submitted with the original application for a building permit

- A. A copy of zoning approval if required by the zoning office
- B. One (1) complete electronic set of building plans drawn to scale

II. The following items are to be indicated on the building plan

- A. Type of Photovoltaic system to be installed: Interactive, Hybrid, or Stand-alone system
- B. Stamped truss sheets indicating the system is adequate to support additional dead load or in an existing roof, a letter from a registered Maryland design professional stating the trusses or rafters of the roof system are capable of handling the additional dead load and any modified snow load
- C. Attachment details specifying they meet the current wind regulations (128mph) including a flashing detail from the manufacturer of the rail system
- D. Ground mounted panels shall have pier details from a Maryland registered design professional meeting the current wind regulations including an attachment detail to the piers and be below the frost line.
- E. Specifications of all electrical equipment including solar panels, rack systems supporting the panels, inverters, and DC modules.
- F. One-line diagram for the electrical system showing the PV array configuration, the AC or DC production calculation, wiring methods, overcurrent protective devices, inverters, disconnects, grounding, required signs, AC connection to the structure, and the rapid shut down device.
- G. Photovoltaic shingles shall comply with Section R905.16.
- H. Roof access, pathways and setback requirements shall be provided in accordance with Sections R324.6.1 through R324.6.2.1. Access and minimum spacing shall be required to provide emergency access to the roof, to provide pathways to specific areas of the roof, provide for smoke ventilation opportunity areas, and to provide emergency egress from the roof.
- I. Panels and modules installed on dwellings shall not be placed on the portion of a roof that is below an emergency escape and rescue opening. A pathway not less than 36 inches (914 mm) wide shall be provided to the emergency escape and rescue opening.
- J. For photovoltaic arrays occupying not more than 33 percent of the plan view total roof area, not less than an 18-inch (457 mm) clear setback is required on both sides of a horizontal ridge. For photovoltaic arrays occupying more than 33 percent of the plan view total roof area, not less than a 36-inch (914 mm) clear setback is required on both sides of a horizontal ridge.
- K. Ground-mounted photovoltaic systems shall be designed and installed in accordance with Section R301.
- L. Ground-mounted photovoltaic systems shall be subject to the *fire separation distance* requirements in accordance with TOC Code.