Submittal and Approval requirements for small roof top Residential Solar Systems located on one- and Two-Family Dwellings

This information bulletin is published to guide applicants through a streamlined permitting process for small roof top solar photovoltaic (PV) systems rated less 10 kW and solar hot water systems rated less than 30 kw/h. This bulletin provides information about submittal requirements for plan review, permits, fees and inspections.

1. Submittal Requirements

a) Demonstrate compliance with the eligibility checklist for expedited permitting. These criteria can be downloaded at Solar Submittal – Expedited Plan Review.

b) Completed permit application form. This permit application form can be downloaded at Solar Submittal – Expedited Plan Review.

c) A completed Standard Electrical Plan (PV only). The standard plan may be used for proposed Photovoltaic installations 10 kW or smaller in size and can be downloaded at Solar Submittal – Expedited Plan Review.

d) A complete solar hot water system plan (solar hot water systems only) meeting requirements as outlined in the "small roof top solar hot water plan requirements" which can be downloaded at Solar Submittal – Expedited Plan Review.

e) A roof plan showing roof layout (PV or thermal panels,) and the following fire safety items(PV only): approximate location of roof access point, location of code-compliant access pathways, PV system fire classification and the locations of all required labels and markings. Examples of clear path access pathways are available in the State Fire Marshal Solar PV Installation Guide.

f) Completed expedited Structural Criteria along with required documentation. Structural Criteria can be downloaded at http://www.ci.azusa.ca.us.

For non-qualifying systems, provide structural drawings and calculations stamped and signed by a California-licensed Civil or Structural Engineer, along with the following information.

- The type of roof covering and the number of roof coverings installed
- Type of roof framing, size of members and spacing
- Weight of panels, support locations and method of attachment
- Framing plan and details for any work necessary to strengthen the existing roof structure
- Site-specific structural calculations
- Where an approved racking system is used, provide documentation showing manufacture of the rack system, maximum allowable weight the system can support, attachment method to the roof or ground and product evaluation information or structural design for the rack system

2. Net or Co-Energy Metering Agreement Requirements

Applicant must provide 3 original signed copies of the Net *or* Co-Energy Metering Agreement to the Azusa Light & Water Customer Service Department before the solar plans can be submitted to the City of Azusa Building Division. Verification from the Azusa Light department is required before planscan be submitted for plan check. Agreement is available online.

3. Plan Review

Standard plan permit applications can be submitted to the City of Azusa Planning and Building Division in person at 213 East Foothill Boulevard, Azusa CA between 7:00 A.M and 5:00 P.M Monday through Thursday (excluding holidays),or electronically through the following website: Solar Submittal – Expedited Plan Review or email Building Division. Standard photovoltaic and solar hot water plans will be reviewed within one to three Business days. Plans submitted electronically on Friday-Sunday will be considered submitted on the following Monday. Once the plans have been reviewed, you will be notified whether they were approved or if they
have corrections. If the plans have corrections, the plans must be corrected and re-submitted.

4. Permit Issuance

Once the submitted plans are approved, you will need to go the City of Azusa Building Division located at 213 E. Foothill Blvd., Azusa CA to obtain your permit. A photovoltaic permit is required for all photovoltaic systems. If the photovoltaic system requires an electrical panel upgrade, a separate electrical permit and meter spot from Azusa Light Department is required. A Solar Hot Water heating system combination permit is required for all solar hot water heating systems.

5. Fees

Plan check fees must be paid when the plans are submitted for plan check, and permit fees must be paid prior to permit issuance. Solar Permit fees are as follows:

Project Valuation	Plan Check Fee	Building Permit Fee	Planning Fee	Total Fee
Up to $10,000.00	$106.62	$262.39		$369.01
$10,001.00-$12,000.00	$120.44	$278.66		$399.10
$12001.00-$13,999.00	$127.36	$286.79		$414.15
$14,000.00 +	$134.27	$294.92		$429.19

6. Inspections

Once all permits to construct the solar installation have been issued and the system has been installed, it must be inspected before final approval is granted for the solar system. On-site inspections can be scheduled by contacting the City of Azusa Building Division by telephone at (626) 812-5234. Inspection requests received within business hours are typically scheduled for the next business day. If next business day is not available, inspection should happen within a five-day window.

Permit holders must be prepared to show conformance with all technical requirements in the field at the time of inspection. The inspector will verify that the installation is in conformance with applicable code requirements and with the approved plans.

The inspection checklist provides an overview of common points of inspection that the applicant should be prepared to show compliance. If not available, common checks include the following.

- Number of PV modules and model number match plans and specification sheets number match plans and specification sheets.
- Array conductors and components are installed in a neat and workman-like manner.
- PV array is properly grounded.
- Electrical boxes are accessible and connections are suitable for environment.
- Array is fastened and sealed according to attachment detail.
- Conductor's ratings and sizes match plans.
- Appropriate signs are property constructed, installed and displayed, including the following.
  - Sign identifying PV power source system attributes at DC disconnect
  - Sign identifying AC point of connection
  - Sign identifying switch for alternative power system
- Equipment ratings are consistent with application and installed signs on the installation, including the following.
  - Inverter has a rating as high as max voltage on PV power source sign.
  - DC-side overcurrent circuit protection devices (OCPDs) are DC rated at least as high as max voltage on sign.
  - Switches and OCPDs are installed according to the manufacturer's specifications (i.e., many 600VDC switches require passing through the switch poles twice in a specific way).
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  - Inverter is rated for the site AC voltage supplied and shown on the AC point of connection sign.
  - OCPD connected to the AC output of the inverter is rated at least 125% of maximum current on sign and is no larger than the maximum OCPD on the inverter listing label.
  - Sum of the main OCPD and the inverter OCPD is rated for not more than 120% of the bus bar rating.

7. Departmental Contact Information

For additional information regarding this permit process, please consult our departmental website at Solar Submittal - Expedited Plan Review or contact the Building Division at (626) 812-5293.