

PV TOOLKIT DOCUMENT #1
Expedited Permitting Process



Residential Roof-Top Mounted Solar Installations

Building and Safety Division
Effective Date January 1, 2021

This information bulletin is published to guide applicants through a streamlined permitting process for solar photovoltaic (PV) projects 10 kW in size or smaller. This bulletin provides information about submittal requirements for plan review, required fees and inspections.

1. Approval Requirements

The following permits are required to install a solar PV system with a maximum power output of 10 kW or less:

- a) Building/ Electrical Permit
- b) Plumbing Permit for Solar Water-heating System

Planning review not required for solar PV installations of this size.

Fire Department approval not required for solar PV installations of this size.

2. Submittal Requirements

- a) Completed permit application form. This permit application form can be downloaded at <http://www.ci.agoura-hills.ca.us/departement/building-and-safety/forms-applications-and-handouts>.
- b) Demonstrate compliance with the eligibility checklist for expedited permitting.
- c) A completed Standard Electrical Plan. The standard plan may be used for proposed solar installations 10 kW in size or smaller. (PV Toolkit Document #3 and #4)

If standard electrical plans are not provided for use, an electrical plan should be submitted that includes the following.

- Locations of main service or utility disconnect
- Total number of modules, number of modules per string and the total number of strings
- Make and model of inverter(s) and/or combiner box if used
- One-line diagram of system
- Specify grounding/bonding, conductor type and size, conduit type and size and number of conductors in each section of conduit
- If batteries are to be installed, include them in the diagram and show their locations and venting
- Equipment cut sheets including inverters, modules, AC and DC disconnects, combiners and wind generators
- Labeling of equipment as required by CEC, Sections 690 and 705
- Site diagram showing the arrangement of panels on the roof or ground, north arrow, lot dimensions and the distance from property lines to adjacent buildings/structures (existing and proposed)

- d) A roof plan showing roof layout, PV panels and the following fire safety items: 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.
<http://osfm.fire.ca.gov/pdf/reports/solarphotovoltaicguideline.pdf>.
- e) Completed expedited Structural Criteria along with required documentation. Structural Criteria can be found in PV Toolkit Document #5. A full explanation of the methods and calculations used to produce these criteria can be found in the Structural Technical Appendix for Residential Rooftop Solar Installations, which is available at
http://opr.ca.gov/docs/20190226-Solar_Permitting_Guidebook_4th_Edition.pdf

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 manufacturer 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

3. Plan Review

Permit applications can be submitted to Building & Safety Department in person at 30001 Ladyface Court, Agoura Hills, CA and if plans meet expedited process requirements they can be electronically submitted to solarpermits@agourahillscity.org.

Permit applications should be reviewed within three working days. Permit applications utilizing standard plan may be approved “over-the-counter”. To utilize the “over-the-counter” process, permit applications must be submitted electronically to solarpermits@agourahillscity.org.

4. Fees

For systems utilizing the standard plan, the fees are as follows:

The plan check fee for Solar Photovoltaic Systems will be based on nameplate rated AC output measured in Kilowatts. Plan check fee for Solar Potable Water-Heating System (includes water heater and vent) will be based on a minimum charge of \$70.

For Solar Photovoltaic Systems, the permit fees will be as follows:

The system will be based on the nameplate rated AC output measured in Kilowatts. Issuance fee also applies.

For each Solar Potable Water-Heating System, the permit fees will be as follows:

System will be based on a minimum fee of \$250.00.

Issuance fee and SMIP fee also applies.

Plan check fees will be collected upon submittal and permit fees will be collected when the permit is issued.

5. 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 Building & Safety's inspection request line at (818)224-1738 or electronically <http://www.ci.agoura-hills.ca.us/departments/building-and-safety/inspections> . Inspection requests received upto 7:00pm the day before are typically scheduled for the next business day.

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. Approved plans must be on-site and accessible to the building inspector.

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).
 - 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.

6. Departmental Contact Information

For additional information regarding this permit process, please consult our departmental website at <http://www.ci.agoura-hills.ca.us/departments/building-and-safety> or contact Building & Safety at (818)597-7334.