

	<p align="center"><b>CITY OF AGOURA HILLS</b>  <b>BUILDING &amp; SAFETY DIVISION</b>  30001 LADYFACE COURT  AGOURA HILLS, CA 91301</p>	PHONE: (818) 597-7334 FAX: (818) 597-7352 www.AgouraHillsCity.org	
<b>RE-ROOFING W/ SOLAR PV POLICY (RESIDENTIAL)</b>		FO-07	4-15-22

**GENERAL PERMIT REQUIREMENTS**

The following requirements apply to any re-roofing project on a residence that has an existing solar photovoltaic system installed on the roof and where such system must be removed and re-installed in order to complete the re-roofing project.

- A separate permit will be required for each of the following:
  1. **Re-roof permit-** May include any repair work to the roof framing or other similar work directly related to the re-roof.
  2. **A. Solar PV Re-issuance of permit** - Required for removal and re-installation of the PV system in cases where the system is **NOT** being modified in any way. (Provide original PV permit/plan info or as-built pictures); or
  2. **B. Solar PV permit with plan check-** Only required for removal and re-installation of the PV system in cases where the system is being modified in any way (as described below)
- A re-roofing permit can only be issued to a licensed C-39 roofing contractor, a licensed ‘B’ contractor, or issued to an ‘owner-builder’, as allowed by state law.
- Removal and re-installation/modification of the solar PV system must be performed by a licensed C-46 solar contractor, a C-10 electrical contractor, an ‘A’ general engineering contractor, or a ‘B’ general building contractor. **A C-39 roofing contractor or homeowner cannot remove and re-install the solar PV system.**
- Before the permit can be issued a ‘Homeowner Re-roofing Clearance Form’ must be completed and signed by the homeowner (see reverse side of this sheet), unless both permits are obtained concurrently.

**MODIFICATIONS TO THE PV SYSTEM**

Should any modifications to the original PV system be made as part of the removal and re-installation, plans and specifications outlining the changes must be submitted to Building & Safety for review. A separate plan review and permit will be required in such cases.

**Modifications could include any of the following:**

- Changing the original location or layout of the PV array on the roof
- Adding new panels to the system or enlarging the system in any way
- Upgrading or changing any of the equipment associated with the system including the inverter, the individual modules, or any other components of the original system
- Upgrading the existing electric service panel (service panel upgrades require a separate permit)

**RE-ROOFING CONCURRENT WITH A NEW SOLAR PV INSTALLATION**

- In cases where a re-roof is to be done concurrently with a new solar PV installation, a separate permit for each scope of work is required. **A C-46 solar contractor is not licensed to do the re-roofing work.**

**INSPECTIONS**

The contractor is responsible for scheduling the required inspections and ensuring the permit is ‘finalized’.

- **Re-roofing-** Two inspections for the re-roofing are typically required. The first inspection is for the roof deck once the PV system and old roofing have been removed and prior to installation of the new roofing material. A final inspection is required once the new roofing installation is completed.
- **PV system removed and reinstalled with NO modification (under separate permit)-**  
At the time of final inspection the inspector will verify the PV panels have been re-installed in the same location as shown on the PV roof layout placard mounted to the electric panel.
- **PV system where modified (under separate permit)-** An initial inspection of the rack anchors is required to ensure they are properly attached to structural framing members. Once the installation of the PV system has been completed a final inspection of all the components will be required.

**Note:** Roofing repairs that do not exceed 5% of the total roofing area or 64 square feet (whichever is smaller) **and do not impact the existing solar PV system** are exempt from a permit.

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## Homeowner Re-roofing (W/ Existing PV) Clearance Form

For a residence with an existing rooftop solar photovoltaic (PV) system

In order to process a permit for a re-roofing project with an existing rooftop solar photovoltaic system, please provide the following information and compliance certification signed by the homeowner.

RE-ROOF PERMIT # \_\_\_\_\_

Property address: \_\_\_\_\_

Homeowner's name: \_\_\_\_\_ Phone: \_\_\_\_\_

The existing solar photovoltaic system installed on my home is:

- Owned
- Leased      Name of leasing company \_\_\_\_\_

**For leased systems**, it is the homeowner's responsibility to notify the leasing company and make arrangements with them to have the rooftop modules and racking system temporarily removed to allow for the installation of the new roofing. Upon completion of the re-roof the leasing company must re-install the modules in the original location on the roof. The re-installation shall be done **with a separate Solar permit**. The re-roof permit will NOT be finalized until the PV system has been re-installed and inspected. Any modification to the original system requires plan review for code update, in addition to a separate Solar permit.

**For owned systems**, a licensed C-46 solar contractor, C-10 electrical contractor, an 'A' general engineering contractor or a 'B' general building contractor, must be employed to remove and re-install the rooftop modules. Modules must be re-installed in the original location on the roof. The re-installation shall be done **with a separate Solar permit**. The re-roof permit will NOT be finalized until the PV system has been re-installed and inspected. Any modification to the original system requires plan review for code update, in addition to a separate Solar permit.

**Note: A C-39 roofing contractor or homeowner cannot remove and re-install the PV system.**

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### COMPLIANCE CERTIFICATION

As the homeowner of the above residence, I agree to comply with the above requirements for removing and re-installing the existing solar photovoltaic system. The removal and re-installation shall be done **with a separate Solar permit**. I also understand that any modifications to the existing system, including changing the location, adding new modules, or upgrading any of the equipment will require a plan review for code update and a separate Solar permit and from the City of Agoura Hills Building & Safety.

\_\_\_\_\_  
 HOMEOWNER SIGNATURE

\_\_\_\_\_  
 DATE

THIS FORM MUST BE COMPLETED BY THE HOMEOWNER & SUBMITTED TO BUILDING & SAFETY BEFORE THE PERMIT FOR THE RE-ROOF CAN BE ISSUED.

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**Policy Reasoning (For Internal Use)**

**DO NOT PRINT**

The 2019 California Electrical Code does not have a provision to allow the reinstallation of existing permitted electrical equipment where code requirements may have changed. Existing roof mounted photovoltaic systems that were permitted, inspected and finalized need to be removed for roof maintenance. Typically, this occurs on a re-roof project. In some cases, code changes have occurred creating a code conflict for permitting the reinstallation of an older PV system.

Article 90.4 California Electrical Code does allow the AHJ to permit an alternative method where specific rules are not established. Within the California Electrical Code, the Informative Annex H 80.9(B) provides informative guidance on this matter. Existing Installations that do not comply with the provision of the current code shall be permitted to remain in use unless the AHJ determines the lack of conformity with current code presents an imminent danger to occupants. The permitting process to re-roof or repair a roof that necessitates the removal of existing PV equipment warrants a local policy. This policy is consistent with the recommended guidelines of the Sustainable Energy Action Committee (SEAC), a coalition of California Building/Fire Officials, and Industry professionals.

**Policy/Interpretation/Requirements:**

It is the opinion of the Building Official that a roof mounted photovoltaic system which had been permitted and finalized can be removed and reinstalled by a re-issuance of the permit.

The permit application shall include the following:

1. A copy of the original finalized permit/inspection approval
2. A copy (digital or paper) of the original approved plans or if the plans are missing a copy is not available, pre-removal photographs of the existing system may be accepted.
3. Pre-Removal inspection of the existing system may be required.
4. Applicable Code Cycle shall be referenced on the application.

**Applicable Codes:**

Re-roofing requirements are covered in CBC Section 1511, existing installations of electrical equipment are permitted to remain in use per 80.1(B) (Annex H) and 90.4 enforcement of the California Electrical Code.

**Goals:**

- Remove unnecessary barriers for property owners and contractors to allow the necessary roof repair/replacement and re-installation of the existing photovoltaic system(s).
- Utilize existing jurisdiction fee schedules to minimize or eliminate the need to create a new category for a re-establishment permit.
- Minimize or eliminate the need for additional plan reviews, multiple inspections, and/or excessive paperwork for a system which was previously permitted, inspected and approved.
- Create a process for inspectors to easily verify that the reinstalled system still meets the applicable code requirements for which it was originally installed.

**Safety Concerns:**

The following questions/concerns need to be addressed when removing and reinstalling a solar photovoltaic system:

- Is the reinstalled system in compliance with all applicable code requirements in effect when originally permitted?
- Are qualified personnel performing the removal and reinstallation of the system?
- Is the photovoltaic system installed in accordance with the manufacturer’s installation instructions?
- Is the photovoltaic system properly labeled for first responders and technicians?
- Is the structure support the additional weight and uplift of the existing system?
- Are all penetrations of the roof properly flashed/ sealed and are all roof attachments properly fastened?